



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 22<sup>ND</sup> FEBRUARY 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. A. Martin arrived 19:35  
Cllr. J. Richardson  
Cllr. G. Watson-Smith  
Cllr. N. Wickenden

**COUNCILLORS ABSENT**

Cllr. N. Glynn & Cllr. J. Kitchenham.

**ALSO PRESENT**

Trevor Thorpe, Parish Clerk. Cllr. R. Standley (ESCC), Cllr. P. Dixon (WDC), Cllr. F. Whetstone (ESCC) and one member of the public.

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

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

- Mr. Andrew Fermor submitted an apology for absence regarding item 3i on the agenda.
- Cllr. Cahan's apology for absence was received prior to the meeting but not noted by Clerk until after.

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

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

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

Key points of the reports were as follows: -

**Cllr. Standley (ESCC) :-**

- Library consultation – locally there is a possibility that Mayfield Library may close. A question was raised regarding the future of mobile libraries in the County. There is now only one mobile library vehicle in use and it is reaching the end of its useful life. Cost of replacement would be high as they are a very specialist vehicle.
- At a recent Council meeting it was agreed to send a letter to the Secretary of State raising the matter of large vehicles and their impact on rural communities, verges and roads. It is difficult to see what action could be taken to mitigate this.

**Cllr. Dixon (WDC) :-**

- In response to a question raised at a previous meeting he reported that plastic waste from Wealden collections are dealt with by Viridor at Dartford, most is sent to Indonesia or Malaysia for processing using capacity on ships returning from delivering their imports to the UK. This is not currently affected by the refusal of China to accept plastic waste but this may impact in due course.

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

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- Wealden now recycles 52% of domestic waste, 62<sup>nd</sup> in ranking in the UK and the best in East Sussex. Much of the remaining waste is incinerated with the heat used to generate electricity.
- The current domestic waste collection contract with Kier has one year remaining.
- Wealden have rejected using Civil Parking Enforcement for street parking in the district. There is no “one size fits all” to parking issues and it is not wished to introduce measures that would have a negative impact on traders in the Wealden towns and villages.
- Parking enforcement in car park owned and operated by Wealden is undertaken by their parking officers, their powers do not extend to issues on the public highway.
- Wealden Council Tax is to increase by 2.7%.

**Cllr. Whetstone (ESCC) :-**

Consultation continues regarding the ESCC operated waste and recycling sites. Closure of the Wadhurst site is one option being considered.

**d) Minutes of the Parish Council meetings held 13<sup>th</sup> February 2018 for approval as a true record.**

Draft copies of this meeting had been circulated to the Councillors in advance of the meeting. It was **RESOLVED** that they be adopted as a true record and the Chair signed them.

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

All actions raised have either been dealt with or carried forward to this agenda for further action.

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

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

Mid-year internal audit report has been circulated to the Councillors, no items of significant concern were within. It was requested that more information be provided regarding the internal audit process and report, **CLERK** to obtain information from SSALC regarding this and circulate to Councillors.

**ii. Approval of payments.**

It was **RESOLVED** that the following payments be authorised and that their associated cheques be signed.

**List of Payments 14/02/2018 to 28/02/2018**

Payee Name	Ref.	Amount	Transaction Detail
NEST Pension Contribution	DD	£33.97	February pension contributions
Trevor Thorpe	802462	£1,556.94	February salary
H M R C	802463	£494.11	February Tax and NI
Trevor Thorpe	802464	£380.88	Expenses & reimbursements
Teambase	802465	£20.56	Stationery
Gwen Pritchitt	802466	£219.00	Mid year internal audit
The Computer Studio	802467	£1,176.00	Tablet purchase & support
Rialtas Business Solutions Ltd	802468	£216.00	Alpha EOY and general training
Teambase	802469	£24.06	Stationery
Rotherfield Village Hall	802470	£50.40	Hall hire costs January
Wicksteed Leisure Ltd	802471	£54.00	Annual play area inspection
KPS Contractors Ltd	802472	£566.40	Gravedigging costs N22
Lawson Queay Chartered	802473	£1,050.00	Pre- School damp inspection
Phil Ireland	802474	£359.10	Street sweeping/litter picking

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A. Martin	802475	£166.76	Sign boards and SID
TN6 Electrical	802476	£120.00	Office 365 training
GA Human Resources Ltd	BANK	£234.00	3 months HR support
	TFR		
<b>Total payments</b>		<u>£6,722.18</u>	

#### **List of Receipts 01/02/2018 to 28/02/2018**

War Memorial project total donations 1st -	£7,094.00
22nd Feb	
P26 Memorial fee	£170.00
<b>Total receipts</b>	<u>£7,264.00</u>

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

#### **i. Rotherfield Surgery project. Receive updates and agree further actions.**

- Copies of the latest draft of Heads of Terms of Agreement and Buildings Survey were circulated to Councillors prior to the meeting, together with a floor plan of the Surgery detailing the area which the Practice wishes to retain for its use.
- No further meetings have been held with the partners since the 13<sup>th</sup> February Council meeting. The partners have contacted the local Care Commissioning Group to try and move matters forward, particularly regarding the rent which they will pay for the area of the surgery retained for Practice use.
- A further meeting of the Working Group is to be arranged.
- The Friends of Rotherfield and Brook Surgery have discussed acting as a focal point for financial donations. As their role is to support the practice they may need to set up a separate charity to support Rotherfield Surgery.

#### **ii. Approve changes to the signatories and users of “online” banking and payment facilities for the Council’s Unity Trust Bank Account.**

Cllrs. Wickenden and Gilbert request removal as signatories to this account as they do not wish to be involved with electronic payments. Remaining four signatories and authorised users are the Clerk and Cllrs. Harris, Henrick and Martin; Clerk recommends that two further signatories be appointed.

- **RESOLVED** that Cllrs. Norman Wickenden and Trevor Gilbert be removed as signatories from this account.
- **RESOLVED** that Cllr. Graham Watson-Smith and Cllr. Janice Richardson be appointed as signatories/authorised users to this bank account and for the associated on-line services and payments.
- **ACTION** for **CLERK** to advise Unity Trust Bank and proceed with setting up of the on-line banking services.

#### **iii. Receive Surveyor’s report in respect of the Pre - School building and agree further action.**

Survey report circulated in advance of the meeting. The report highlights failing in the original design, workmanship and supervision of the build.

**RESOLVED** that copy of report is to be sent to ESCC and to arrange a site meeting with Council and Pre- School. The concerns raised in the report are to be discussed together with those regarding the structural integrity of the undercroft area, and ESCC to be informed that the Council expect them to remedy them at their expense.

#### **ACTIONS for CLLR. MARTIN.**

- Draft letter to ESCC regarding survey and site meeting.

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- Contact local contractor Sitieseal and arrange for them to visit and provide an estimate for the remedial work involved.

**CLERK** to review letter and send to ESCC with copy of survey.

#### iv. **Progress report on behalf of the War Memorial Working Party.**

- Clerk reported that as at today £9474 had been received from 120 donors.
- The Working Party propose that the appeal will remain open to at least the target figure of £12K as this will allow additional work such as improving access footpath and providing a fund for maintaining the site, also reimbursement of planning permission and design costs which had been initially funded by the Parish Council.
- Contractor who has been chosen for the project is proposing that the base will now be formed of one large stone slab, this will improve foundation stability, reduce the groundwork required and save cost without compromising the appearance of the Memorial.

### 3. **NOTE ACTS AND PROCEEDINGS OF COUNCIL COMMITTEES AND SUB-COMMITTEES AT THEIR RECENT MEETINGS.**

- **February 8<sup>th</sup>** Communications and Social Media Committee

Draft minutes of the above meeting had been circulated to Councillors and it was **RESOLVED** that the Council notes the acts and proceedings of this meeting.

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

#### a) **Meetings attended on behalf of the Parish Council.**

- Cllr. Gilbert had attended the recent meeting of the Village Hall Committee. Their proposal for a noticeboard alongside the entrance path, and request for a financial support from the Council for improving the surface for the path alongside the Hall will be considered at the forthcoming Recreation and Burial Committee meetings. Concerns remain with the reduction in the Hall's weekend bookings.
- Cllr. Gilbert also attended the Sports Club meeting. Condition of the pitch has been affected by the recent bad weather but the drainage system had proved its worth during this. Club will be spending £5 – 6K on end of season maintenance and repairs.

#### b) **Clerk's updates and issues.**

- Had recently attended an interesting, useful and enlightening day "one to one" training course at the premises of our accounting software providers, Rialtas, in rural Wiltshire. Covered the end of year "closedown" process (which is currently undertaken by Rialtas via a site visit at considerable cost) and other general matters relating to their product and its use.

#### c) **Items for next Parish Magazine column.**

- Update regarding long vehicle ban.
- Update regarding War Memorial project.

### 5. **TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.**

- Sussex Heritage Trust – Details of 2018 awards.
- The Uckfield Railway Line Parishes Committee – Minutes of the 10<sup>th</sup> January meeting.
- MK Illuminations – Letter offering their services for Christmas lights.
- CPRE Sussex – Spring 2018 Review.
- Anonymous letter regarding various parish issues.

### 6. **TO RECEIVE INSPECTION BOOK & REPORTS**

- No issues identified as requiring immediate attention.

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

March meetings – all to be held in the Parish Council Room, Rotherfield Village Hall, North Street, TN6 3LX and starting at 19:30.

- 6<sup>th</sup> Planning and Building Committee
- 13<sup>th</sup> Highways, Lighting and Transport Committee
- 27<sup>th</sup> Planning and Building Committee
- 29<sup>th</sup> Monthly Council meeting

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

- New Road. Dog fouling has been occurring here, **CLERK** to ask WDC for a supply of “No Dog Fouling” signs for attaching to lampposts.
- Eridge Station. Notices claiming to be from the Parish Council had been placed on cars parked here. It was confirmed that these were not placed by any of the Councillors.
- Hedges in Station Road and Church Road have now been cut by the Council’s contractor.
- Concern raised by a Parishioner that his daughter and her guide dog were being impeded by dangerously parked vehicles. He has offered to provide photos of the vehicles concerned, Clerk will raise the issue with Police once these have been received.
- War Memorial Project. Cllr. Richardson will discuss this with the Twinning Association when she attends their next meeting. It is hoped that St Chéron can be represented at the inauguration of the Memorial.
- Chair thanked the War Memorial Working Party for driving the project and collecting funds. He particularly wished that the efforts of Simon Blackwell and Edward McManus be noted as they had covered much of the Parish with “leaflet drops” for the project and fund raising.

The Chair declared the formal business of the meeting closed at 21:00

**9. PUBLIC FORUM.**

None.

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