

# ROTHERFIELD PARISH COUNCIL

Working for the Community

in Rotherfield, Town Row, Mark Cross, Eridge Green, Boarshead and surrounding areas

## MINUTES OF THE JUNE MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 25<sup>TH</sup> JULY 2013 AT 19:30 IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL

### COUNCILLORS PRESENT

Cllr. L. Pike	Cllr. D. Hiles	Cllr. D. Thomas
Cllr. Mrs P. Halse Adamson	Cllr. J. Kitchenham	Cllr. Mrs. A. Watson
Cllr. T. Gilbert	Cllr. R. Jaques	Cllr. N. Wickenden
	Cllr. Mrs. A. Sharpe	

### ALSO PRESENT.

- The Parish Clerk, Trevor Thorpe.
- Three members of the public.
- Cllr. R. Standley (ESCC) and Cllr. H. Merriman (WDC).

#### 1. TO RECEIVE APOLOGIES FOR ABSENCE (LGA 1972 s 85).

Apologies were tendered and accepted for Cllr. Miss N. Bolton, Cllr. R. Harris, Cllr. C. Clibbens, Cllr. W. Rutherford (WDC) and PcsO Matt Boyle who was on a Police operation.

#### 2. TO RECEIVE DECLARATIONS OF PECUNIARY OR SIGNIFICANT OTHER INTERESTS.

None declared. The Chairman reminded the councillors that they should declare an interest if they became aware of one at any point in the meeting.

#### 3. TO RECEIVE DISTRICT AND COUNTY COUNCILLORS REPORTS.

**Cllr. Standley (ESCC) reported the following:-**

##### Performance

Latest Performance report showed the council performing well with 75% of targets achieved and remaining 25% close to target.

Additionally some of the targets are difficult for ESCC to control – within the 25% were:-

- |   |                 |                  |
|---|-----------------|------------------|
| – Reduction in smoking                      | target 3389     | achieved 2859    |
| – Staff sickness                            | target 7.0 days | achieved 7.7days |
| – Inspections by Road Stewards              | target 98%      | achieved 96%     |
| – Road casualties                           | predicted 1629  | actual 1697      |
| – Killed and Serious Injured (KSI) on roads | predicted 301   | actual 304       |

Whilst road casualties have not achieved the improvements hoped for they are a significant improvement on the average of recent years 2005-9.

- casualties 2256 per year
- KSI 2005-9 average 379 per annum.

##### Financial Performance

- The Council reported an underspend of £11.94m in the year ending Mar 13. Of this surplus, which represents just over 3% of budget, £11.4m is being transferred to earmarked reserves.

##### Police Stations

Whilst the police are not the direct responsibility of ESCC, the Police Commissioner does report to the pan-Sussex Police and Crime Commissioner Panel. It was with some surprise that the information on reorganising police stations in North Wealden was released to ESCC only a few hours before it was in the media. Our “local” station is Heathfield and the changes announced relate to property not personnel with the aim of freeing up resources.

##### Potholes/Road Dressing

As previously reported extra teams still working believe pothole filling now reached 35,000

# ROTHERFIELD PARISH COUNCIL

## Working for the Community

in Rotherfield, Town Row, Mark Cross, Eridge Green, Boarshead and surrounding areas

- Report will be going to Cabinet in September to review if any extra funding needed – there is a need to concentrate on longer-term repair rather than emergency filling except when road safety makes a quick repair a necessity.
- The Council is spending £1.5 million to pothole-proof 30 roads across the county. Work to improve and seal road surfaces following the winter weather and the repair of potholes will begin at the end of the month on routes that are showing signs of wear.
- As well as improving safety by giving vehicles more grip, the work - which involves laying stone chippings on hot tar to seal the road surface - protects the surface from pothole-causing frost and water damage.
- County council contractors will apply a layer of bitumen to the road before putting down stone chippings. The stone chippings are then rolled, but the process of bedding the chippings into the bitumen continues for several days under the weight of vehicles.
- The chippings will be swept from the roads 24 hours after work is carried out and again after three and seven days. Advanced warning signs will be put in place two weeks before work begins and residents will be notified.
- The local roads to be treated in this way are Spout Hill and Town Row Green, Rotherfield.

Clerk raised question regarding road surfacing. B2101 from Bicycle Arms junction to Sheriff's Lane junction, and Catt's Hill B2100 had featured on a provisional list of roads for surfacing work during the summer months. ESCC Highways now advised that both these roads have now been removed from the schedule of works for this year. However, Spout Hill and Town Row Green, arguably roads that are less busy, remained on the list for action.

Cllr. Merriman (WDC) reported the following points:-

- Many applications had been received for the 10 houses at the Town Row development and early indications are that the majority of the successful bidders come from within the Parish and the remainder from adjoining Parishes. When the process is complete, he will endeavour to get a breakdown of the unsuccessful bidders, as this will give an indication of the level of demand remaining in the Parish.
- There had been some issues arising from the changeover to new waste collection contractors – for information on this please see the WDC website.
- A fly tipper in the South of the District had been successfully prosecuted by the Council and had received an 8-month jail sentence as a result.
- A car parking review is to take place and the issues arising from parking near Eridge Station will be included in this.
- Planning issues at Briar House Farm will be discussed at the next North Planning Committee meeting with the matter of the missing sign at the former "George" covered at a future meeting.

In response to a question regarding the Town Row development, he shared his concerns at the delays with the boundary planting and highway work. Clerk reported that he had spoken to the site agent; tree planting on boundary should take place in the autumn. Condition of planning consent is that this takes place no later than the planting season after the site is occupied. Plans for the various highway works were complete but the final "Section 278" agreement was awaited from ESCC to enable this to progress.

Cllr. Standley, in his position as Leader of WDC, gave his apologies for the issues with waste collection that had affected some in the Parish.

#### **4. TO RECEIVE POLICE COMMUNITY SUPPORT OFFICERS REPORT** **The Clerk delivered the following report in the absence of PcsO Boyle:-** **Crimes**

- There has been two break ins to the football club at Rotherfield.
- An attempted oil theft took place on Castle Hill although alarm fitted which may have put the perpetrators off as nothing was stolen.
- There has also been a few shed break ins in Eridge rural locations.

Parish Council Website: [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk)  
Clerk: Trevor Thorpe, 82, Fermor Way, Crowborough, East Sussex, TN6 3BJ  
Telephone: 01892 664245

E-mail: [rotherfieldpc@yahoo.co.uk](mailto:rotherfieldpc@yahoo.co.uk)

# ROTHERFIELD PARISH COUNCIL

Working for the Community

in Rotherfield, Town Row, Mark Cross, Eridge Green, Boarshead and surrounding areas

## Parking

- Two tickets have been issued to vehicles overstaying the one hour limit outside the General Store over the last week, no cars have been seen on double yellow lines or blocking the pavement on Station Road.

In the hot weather, please remember to close all windows and doors when you leave your home, as there have been thefts from houses that have been left in this way.

## 5. TO RECEIVE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 23<sup>RD</sup> MAY 2013 FOR APPROVAL AS A TRUE RECORD AND MATTERS ARISING FROM THESE MINUTES.

It was RESOLVED that the Minutes of the Meeting held on 27<sup>th</sup> June 2013, copies of which had been previously circulated to Members, be confirmed as a true record and they were signed by the Chairman.

## 6. UPDATE FROM CLERK REGARDING MATTERS ARISING AND ACTION ITEMS FROM PREVIOUS MEETING.

Numbers refer to items on agenda of June 27<sup>th</sup> meeting.

- 7 e) Plan awaited for Bowls Club arrangements.
- 7 l) Hope to circulate updated Standing Orders and Terms of Reference before holiday.

## 7. TO CONSIDER THE FOLLOWING

### a) Presentation from AirS regarding Local Planning

Faustina Bayo of AirS gave a presentation regarding various aspects and options for local planning. It was suggested that the 2006 Parish Plan be reviewed and considered that a Local Development Plan may not be appropriate for the Parish due to the protection offered by the Wealden Core Strategy, AONB and Ashdown Forest 7km protection zone. CLERK to obtain and circulate copy of the presentation.

### b) Agreement of a Council response to the Wealden District Council consultation on introduction of a District wide Dog Control Order.

Details circulated prior to meeting. RESOLVED to indicate Parish Councils support to WDC for this initiative, CLERK to action.

### c) Review and decision regarding hours allowed for street and recreation ground tidying, hourly rate paid, liability cover held and budget available.

The current contractor has suggested an increase to £12 per hour from £7.21. Clerk displayed various options for an increase and the impact on the sums budgeted for this. It was pointed out that when the post was originally advertised it was to be on an employed basis, it was now being undertaken on a self-employed sub-contracting basis therefore employers NI and holiday cost should be factored in to provide a fair comparison; on this basis it was estimated that the equivalent rate would be approximately £9.70. Concern expressed that the recreation ground needed more litter picking to justify the fact that one third of the total of the Street Cleaner work came from this budget. CLERK to circulate litter-picking specification to Councillors and add to agenda of Recreation and Burial meeting to consider; also add to August Council meeting for a final decision to be made on the hourly rate and other terms.

### d) Decision regarding the use of Social Media such as Twitter and Facebook by the Parish Council and review of wording for Press and Media, and Community Engagement Policies to accommodate use.

Copies of these policies circulated prior to meeting. The two policies involved had been written in anticipation of possible "Social Media" use and it was considered that they were adequate without amendment. RESOLVED Council to utilise "Twitter" to disseminate information to the Parishioners, CLERK to arrange opening and maintenance of the account.

### e) Adoption of policy and risk assessment framework for those wishing to hold events on Parish Land.

Draft policy and revised risk matrix circulated. RESOLVED that the Policy and associated matrix be adopted, CLERK to publish and add to website.

# ROTHERFIELD PARISH COUNCIL

Working for the Community

in Rotherfield, Town Row, Mark Cross, Eridge Green, Boarshead and surrounding areas

- f) **Information and decision regarding acquisition, installation and upkeep of a Personal Access Defibrillator (PAD) in the Village.**  
Information from local Community First Responder Group circulated prior to meeting. It may be possible to get financial assistance from the British Heart Foundation toward the cost provided the Council contributed a minimum of £400 toward the cost; the chance of a free unit from SECAMB has now passed. Village Hall and Surgery have indicated willingness to be a host site. Concerns continue regarding training of users, cost, vandalism risk or misuse. CLERK to research and provide more information regarding device for consideration at a future meeting.
- g) **Signature of Section 278 Agreement for extension work to parking area opposite Mark Cross Church.**  
Document awaited from ESCC, to be carried forward to August agenda.
- h) **Comments on application WD/2013/1354/LDE for Certificate of Lawful Development, The Walled Garden, Hamsell Manor, Eridge Green, TN3 9JB.**  
RESOLVED that same comment be made to WDC as when this matter was before the Council in 2012 namely "The Parish Council RESOLVED that they can offer no evidence to either support or disprove the assertions made regarding the occupancy of this building".
- i) **Decision regarding quote and future arrangements for cutting of verge adjoining B2100 from Palesgate Lane to Rotherfield.**  
Quote awaited from Will Clark, not on ESCC regular cut list and would need to apply to them for it to be considered. RESOLVED to proceed with obtaining quote from Will Clark and to request ESCC to add the section of road to the cut schedule for two cuts per year.
- j) **Arrangements during Clerk's leave.**  
It was AGREED that the Chairman would hold the Burial records, grave spaces provisionally allocated to local funeral directors and phone/email messages set up directing urgent issues to the Chairman. CLERK to liaise with Cllr. Thomas regarding Planning and Rec. and Burial meetings taking place during period of absence.
- k) **Information regarding 1% increase 2013/14 pays settlement agreed by the National Joint Council for Local Government Services and decision regarding increase to Clerk's pay consequently.**  
NALC briefing circulated regarding this increase, backdated to April. RESOLVED that Clerk's salary be increased accordingly, CLERK to update records and produce letter of confirmation for signature.
8. **TO RECEIVE MINUTES OF COMMITTEE MEETINGS & MATTERS ARISING.**
- 11<sup>th</sup> June – Recreation and Burial Committee.
  - 25<sup>th</sup> June – Planning and Building Committee.
  - 9<sup>th</sup> July – Highways Lighting and Transport Committee.
  - 16<sup>th</sup> July - Planning and Building Committee.
- It was RESOLVED that all these minutes both be adopted by Full Council.
9. **TO RECEIVE REPORTS**
- **Other committees and sub-committees.**
    - Cllrs. Sharpe, Gilbert and Harris had attended the Summer Fayre as representatives of the Council. It is recommended that a banner or "A" board be produced for events such as this to raise the profile of the Council, CLERK to investigate and arrange for photo badges for those Councillors who do not currently have them.
  - **Councillor "Have Your Say" session.**  
See above.
  - **Meetings attended on behalf of the Parish Council.**
    - Cllr. Kitchenham had attended the recent meeting of the Village Hall. Grant funding has been obtained for one of the boilers required and the new dishwasher was functioning correctly.
    - Site meeting held at St Denys' with representative of local Royal British Legion and the Commonwealth War Grave Commission. Maintenance of War Graves was discussed and an item is on the agenda of forthcoming R & B meeting regarding this.
    - Cllr. Thomas had attended the recent AGM of the Wealden District Association of Local Councils. He has been elected to the management committee to represent Rotherfield, Frant,

# ROOTHERFIELD PARISH COUNCIL

Working for the Community

in Rotherfield, Town Row, Mark Cross, Eridge Green, Boarshead and surrounding areas

Wadhurst, Mayfield and Hadlow Down. He had also recently attended a WDALC Planning panel meeting with Wealden.

– Chairman apologised that he had been unable to attend the recent AGM of the Sports Club.

- **Clerk's report and issues.**

– None.

## 10. TO RECEIVE FINANCE INFORMATION

- **Bank Reconciliation and review of expenditure against Budget to end of June 2013.**

It was RESOLVED that these items be approved and the Chairman signed them.

- **Approval of Payments.**

It was RESOLVED that the following payments be made.

### PAYMENTS DETAILS

CHEQUE NO	PAYEE	AMOUNT
--------------	-------	--------

**Payments are made using the General Power of Competence contained in the Localism Act 2011.  
The Power was adopted by Rotherfield Parish Council at their monthly meeting held on 29th  
November 2012**

801621	Trevor Thorpe	Clerk's salary for June	£1,277.89
801622	H.M.R.C.	Tax and N.I. for June	£378.63
801620	Trevor Thorpe	Clerk's expenses for June	£121.66
801623	Rotherfield Sports Club	July pitch grass cutting	£315.00
801624	Rotherfield Village Hall	Hall hire - June	£41.25
801625	Wealden District Council	Dog bin emptying April - June	£308.88
801637	Chiddingly Parish Council	New Councillor Training session	£35.00
801627	Rotherfield Memorial Institute	Hall hire April and May	£22.15
801628	Teambase	Stationery	£17.94
801629	SLCC Enterprises Ltd	Local Council Administration 9th edition	£63.00
801630	Goodland Engineering Ltd	Ring for roundabout	£562.80
801631	Tony Moaby	Repair to map board at Jarvis Brook	£65.00
801632	CPRE	Annual Subscription	£29.00
801633	Rotherfield St Martin	Contribution toward cost of Summer Fayre	£20.00
801634	PJI Contract Packers Ltd	July street sweeping	£215.11
801635	Tollwood Garden Services	July grass cutting	£1,260.00
801636	Tony Moaby	Grass and hedge cutting Station Road	£965.00
<b>Total</b>			£5,698.31

**Please note that cheque 801626 is spoiled**

### CREDITS

PAYMENT FROM	DETAILS	AMOUNT
Santander	Bank interest - June	£50.59
Wybone Ltd	Refund - overpayment re bins	£84.24
ESCC	Pre School annual ground rent	£750.00
HMRC	Vat reclaim April - June	£1,109.97

Parish Council Website: [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk)  
Clerk: Trevor Thorpe, 82, Fermor Way, Crowborough, East Sussex, TN6 3BJ  
Telephone: 01892 664245

E-mail: [rotherfieldpc@yahoo.co.uk](mailto:rotherfieldpc@yahoo.co.uk)

# ROTHERFIELD PARISH COUNCIL

Working for the Community

in Rotherfield, Town Row, Mark Cross, Eridge Green, Boarshead and surrounding areas

Tester and Jones	Grant and interment fee	£140.00
Tester and Jones	Memorial table fee	£45.00
Burslem	Inscription fee	£35.00
Tester and Jones	Grant and interment fee	£235.00
<b>Total</b>		<b>£2,449.80</b>

## 11. TO RECEIVE DETAILS OF INCOMING GENERAL AND PLANNING CORRESPONDENCE GENERAL

- ESCC – Information regarding rates for street lighting maintenance contracts for 2013/14.

## MAGAZINES AND CIRCULARS

- Sussex Area Ramblers – Now Open July 2013
- Clerks and Councils Direct – July 2013
- Saint-Chéron en Bref – No 298
- The Clerk – July 2013

## 12. TO RECEIVE INSPECTION BOOK & REPORTS

These were signed by the Chairman, no safety issues requiring immediate action were noted. No comments have been received from the public regarding any safety concerns noticed on the Council's land.

## 13. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 6<sup>th</sup> August – Planning and Building Committee
- 13<sup>th</sup> August – Recreation and Burial Committee
- 27<sup>th</sup> August – Planning and Building Committee
- 29<sup>th</sup> August – Monthly Council Meeting – Mark Cross Village Hall

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

## 14. TO RECEIVE URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA

- As a result of the damage caused during the recent theft in the Recreation Ground a verbal quote of £250 had been obtained to straighten out both flanges on the barriers in the Rec and add shrouds to protect padlocks on both. CLERK to seek name of engineer who had undertaken similar work for Sports Club and add item to agenda of forthcoming Recreation and Burial meeting to agree action.
- Hedge overgrowing adjacent streetlight at Yew Tree Lane/Sheriff's Lane junction. Polite request to cut sent July 10<sup>th</sup>, CLERK to check this hedge and those in Hornshurst Road before taking further action if necessary.
- CLERK to ensure Contractors remove debris when they cut the bank in Station Road and ask them to cut banks to top pitch in Recreation Ground as these have been omitted. In addition, request cut of Amenity Land in week prior to August Bank Holiday weekend for Friends of Surgery event.
- CLERK to report that School warning sign on Station Road is obliterated by foliage.
- Parish "guidebook". The edition produced as a result of the RCTI project is now down to a small number of copies, CLERK to investigate options for an updated version and present information at a future meeting.
- CLERK to resend draft Parish Newsletter to Chairman for proof read prior to publication.
- Cllr. Thomas invited the new Councillors to consider joining the Recreation and Burial Committee.

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

## 15. PUBLIC FORUM.

None.

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

Parish Council Website: [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk)  
Clerk: Trevor Thorpe, 82, Fermor Way, Crowborough, East Sussex, TN6 3BJ  
Telephone: 01892 664245

E-mail: [rotherfieldpc@yahoo.co.uk](mailto:rotherfieldpc@yahoo.co.uk)