



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

**MINUTES OF THE MONTHLY MEETING OF ROTHERFIELD PARISH COUNCIL
HELD ON THURSDAY 26TH OCTOBER 2017 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

COUNCILLORS PRESENT

Cllr. R. Harris (Chair)
Cllr. J. Cahan
Cllr. T. Gilbert

Cllr. L. Henrick
Cllr. J. Kitchenham
Cllr. A. Martin

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

COUNCILLORS ABSENT

None.

ALSO PRESENT

The Parish Clerk, Trevor Thorpe, Cllr. R. Standley (ESCC), Cllr. P. Dixon (WDC), Mr. D. Proudfoot in respect of item 1d) on the agenda and two Parishioners.

1. TO RECEIVE THE FOLLOWING: -

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

These were submitted by Cllrs. Farmer, Hiles and Hardy. It was **RESOLVED** by the meeting that these be accepted. Cllr. F. Whetstone (ESCC) also tendered an apology for absence.

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 pecuniary interest in item 3i) as land adjoining the surgery is owned by a relative of his.

c) To elect a Vice Chair for the Council.

Cllr. Henrick was elected to this role. **CLERK** to forward her signed and witnessed declaration of acceptance of office document to WDC.

d) To co-opt a Councillor to fill the current vacancy in Rotherfield Ward.

Candidate details and application forms had been circulated to Councillor's prior to the meeting. One of the candidates was unable to attend this meeting due to a work commitment. After the candidate present, Mr. D. Proudfoot, had answered questions posed to him by Councillors it was **RESOLVED** that the public present be excluded from the meeting under the Public Bodies (Admission to Meetings) Act, 1960 Chapter 67 para. 2. A vote was taken in respect of the proposal not to co-opt Mr. Proudfoot to fill the Councillor vacancy; this resulted in a vote of seven Councillors in favour of the proposal, one against and one Councillor abstaining. The public were re-admitted to the meeting and were informed of the Council's decision.

e) District and County Councillor reports.

Key points of Cllr. Standley's report were as follows: -
Proposed closure of Rotherfield Surgery.

- He has spoken to the Chair of the local Clinical Commissioning Group (CCG) regarding this and been advised that the underlying reason for the closure was that the practice was already one doctor short with another wishing to retire
- Despite advertising for two years the Practice had been unable to attract either another partner or salaried doctor willing to join them.
- Recommends that lobbying the CCG is the best approach to this issue.
- "Stand up East Sussex". This cross party ESCC campaign is lobbying for fairer funding for councils. All are encouraged to sign the "on line" petition set up by the campaign.

Key points of Cllr. Dixon's report were as follows: -

- Work on the new Crematorium for Wealden at Horam has started with the "first sod" being cut recently by Cllr. Standley the Council leader.
- Complaints and compliments. For last year 48 complaints had been received against Wealden with 9 being upheld.
- New waste contract is being negotiated to take effect from June 2019. No major changes anticipated.
- New housing strategy document for 2017-2020 is due for publication shortly.

f) Minutes of the Parish Council meetings held on 28th September 2017 for approval as a true record.

Draft minutes have been circulated to Councillors prior to the meeting. It was **RESOLVED** that they be adopted as a true record and the Chairman signed them.

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

Items requiring action as discussed at the September Council meeting.

- i. Agree Council and Committee meeting arrangements for 2018 so Clerk may book venues.**
Item on this agenda.
- ii. Mark Cross - Consultation regarding provision of additional crossing point on the A267.**
Application and supporting documentation for "match funding" has now been submitted to ESCC Highways. Email of support has been received from Cllr. Whetstone (ESCC) which Clerk will forward to ESCC.
- iii. General Data Protection Regulations. Update from Clerk.**
Awaiting model documents from SSALC so that work may commence in reviewing of our records and disposal of those no longer required.
- viii. Information and action regarding Pension Auto Enrolment for Clerk.**
Item on this agenda for authorisation of Direct Debit to collect payments.

2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF SEPTEMBER 2017, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND APPROVE PAYMENTS.

- i. Budget and other financial reports and actions arising.**
Reports circulated prior to meeting. Clerk reported that overall expenditure was within Budget and it was **RESOLVED** that the bank reconciliations be approved.
- ii. Approval of payments.**
Details of payments were circulated prior to the meeting and it was **RESOLVED** that they be authorised and the cheques signed.

Payments

Date Paid	Payee Name		Reference	Amount	Authorisation ref.
02/10/2017	Rotherfield Sports Club	September grass cutting	S/O	£325.00	
26/10/2017	Trevor Thorpe	October salary	802408	£1,556.94	
26/10/2017	H M R C	October Tax and NI	802409	£497.31	
26/10/2017	Trevor Thorpe	Expenses/reimbursements	802410	£584.80	
26/10/2017	Coppard Plant Hire Ltd	Chipper hire and other costs	802411	£333.00	Financial Regs 4.1

26/10/2017	KPS Contractors Ltd	Cemetery work	802412	£115.20	
26/10/2017	Rotherfield Village Hall	September hall hire	802413	£37.80	
26/10/2017	SSALC Ltd	Training courses and books	802414	£218.40	
26/10/2017	Tollwood Garden Service	Sep/Oct grass cutting	802415	£836.40	
26/10/2017	A. Martin	Various works for Council	802416	£373.99	
26/10/2017	HM Land Registry fees	Title and plan search	DD	£6.00	
26/10/2017	Rotherfield Football Club	October pitch grass cutting	S/O	£325.00	
26/10/2017	Sussex Trees	Trees for village decoration	802417	£420.00	12th September
26/10/2017	Royal British Legion	Donation for Wreaths	802418	£80.00	HL&T April 2017 F&GP
Total Payments				<u>£5,709.84</u>	

Receipts

Date	Cash Received from	Receipt Description	Amount
25/10/2017	Dignity Funerals Ltd	Inscription fee plot L10	£50.00
17/10/2017	N. Wickenden	Hedge cutting contribution	£60.00
17/10/2017	Rotherfield Millennium Green	Dog bin contribution	£30.00
02/10/2017	Santander Bank	September 2017 interest deposit a/c	£4.67
02/10/2017	Tester and Jones Ltd	Fees - plot G10	£200.00
16/10/2017	Wealden District Council	Community Infrastructure Levy	£506.58
Total Receipts			<u>£851.25</u>

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

- i. **Agree Council's response to the High Weald Lewes Havens Clinical Commissioning Group regarding the proposal for closure of Rotherfield Surgery.**
- Cllr. Henrick reported on this as she was at the meeting of the Surgery's Patient Participation Group at which details of the closure proposal were first disclosed. Key points were as follows: -
- The Council Chair, Cllr. Henrick and Cllr. Kitchenham had met at the Surgery to discuss with them the Council's concerns at the proposal.
 - Council are formulating their detailed reply to the proposal to present to the Clinical Commissioning Group (CCG) in good time for their consideration at their next meeting on December 5th at Lewes; it is not yet known if this is the meeting at which the decision will be made regarding the closure.
 - It is understood that the CCG will be represented at the forthcoming meeting arranged by the practice in the Village Hall on Saturday 4th November at 1.30pm.

Whilst additional information continues to appear the information so far can be summarised as follows: -

- The closure proposals follow a report by a consultant/GP who investigated cost saving measures under the auspices of the GP Resilience Fund.
- Surgery has been advertising for a new partner for two years, this to replace a partner who had retired. One of the current partners also wishes to retire.
- Advertising has taken place to attract a new partner or a salaried GP to the Practise but with no success.
- Notice has been given to other complementary medical service providers to vacate the Brook Health Centre, this to enable provision of additional surgery space.
- No changes have been proposed at the Brook Health Centre to increase parking spaces.

The following concerns were raised: -

- How would closing the Rotherfield Surgery and relocating the patients to Jarvis Brook make any difference to the underlying issue of being unable to recruit a new partner to the practice?
- Would the other surgeries in reach of Rotherfield and Mark Cross, Mayfield, Wadhurst and the other two surgeries in Crowborough, have capacity to absorb an influx of patients who did not wish to transfer to Jarvis Brook?
- For those without access to transport the bus link between Rotherfield and the Surgery was inadequate to rely on for appointments. The nearest stop served by the Rotherfield bus service was Crowborough Station which is only served three days a week; Brook Health Centre is an uphill walk of over 500m from this stop. The other bus service from Rotherfield operating on the other three days enters Crowborough via Western Road and would present an even longer walk to reach the Surgery.
- The questionnaire sent out by the Surgery gave limited opportunity to express views on the closure and only been issued on a "per household" basis rather than "per patient registered".
- The Pharmacy in the Village would be under threat as its business would be dramatically reduced.
- What solutions have the Surgery investigated? Could residents contribute funds for a solution to the issue?
- If the Rotherfield Surgery closes the number of patients and doctors/other staff serving them will remain unchanged and so this solution does not solve the issues.

RESOLVED that in view of the evolving situation the Council's formal response to the Consultation be deferred until after the 4th November Public Meeting. Clerk suggested that the Planning Committee meeting scheduled for 21st November could be redesignated as a full council meeting to enable agreement of this.

ii. **Consider response to South East Water draft drought plan 2017 consultation.**

Details circulated in advance of meeting. **RESOLVED** the document had been considered by Councillors and that no response was required.

iii. **Authorise Signature of Direct Debit to enable NEST pension payments to be made.**

RESOLVED that the document be signed and submitted to NEST by the Clerk to enable scheme payments to commence.

iv. **Agree meeting arrangements and frequency for 2018.**

RESOLVED the following regarding meeting frequencies and other arrangements: -

- a) Highways Lighting and Transport Committee to remain bi monthly with review in March.
- b) Recreation and Burial committee meetings to revert to quarterly.
- c) Communication and Social Media Committee to remain bi monthly.
- d) Planning and Building, and Full Council meeting frequencies to remain unchanged.
- e) Matters which are genuinely urgent and fall between meeting dates for the relevant Committee should be placed on the agenda of the next Parish Council Meeting. Alternatively, the next meeting of any Committee could be redesignated as a Full Council meeting prior to issue of its agenda, thus enabling any Council business to be dealt with.

CLERK to compile draft timetable for submission to Hall's booking secretary; also investigate other Council's procedures for dealing with Planning Applications and whether any hold two full council meetings per month to deal with all business rather than having Committees.

v. **Consider quote submitted by East Sussex Highways for UKPN to connect the recently re-installed lamp column 34 in Catt's Hill.**

Quote accepted in May of £1625.01 plus Vat to replace this with a new column and lamp which are now in place but not yet illuminating. Earlier this month Highways advised the

following quote from UKPN for reconnecting to mains.

- Traffic Management £777.70.
- Joint Bay £242.00.
- Uplift to undertake the works as a same day dig, joint and reinstate £572.00.

Clerk has written to the Highways Lighting team to express concern at this quote which is only a small amount lower than the cost of providing and installing the replacement lamp column.

RESOLVED that **CLERK** advise East Sussex Highways that they should relocate the new column to where the stump of its predecessor remains in place, together with its power supply, this avoiding the need for a new connection. This to be done at no cost to the Parish Council.

vi. Agree arrangements for Parish Council representatives attending the village Remembrance Day service and wreath laying.

RESOLVED that Cllrs. Wickenden and Watson-Smith lay wreaths on behalf of the Parish, as the Chairman is unable to attend. Cllr. Wickenden has already collected the wreaths from the Legion.

vii. Creation of a Personnel Committee and terms of reference for this Committee.

Draft document circulated prior to meeting. **RESOLVED** the following: -

- That the Committee members be the Council Chair, together with Cllrs. Henrick and Cahan.
- In the event of an appeals Committee being required in association with staffing matters this should be formed of the Chairs of the Highways, Recreation and Burial and Planning Committees.
- Terms of Reference to be based on the specimen provided by Cllr. Cahan, **CLERK** to action.

4. RECEIVE AND ADOPT COMMITTEE MEETINGS MINUTES.

- a) 10th October - Planning and Building Committee.
- b) 17th October - Recreation and Burial Committee.

Draft minutes of the above meetings have been circulated to Councillors. **RESOLVED** that the Council notes the acts and proceedings of these meeting.

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

a) Other committees and sub-committees.

See above.

b) Meetings attended on behalf of the Parish Council.

Clerk had attended a Budget Planning and Precept Workshop organised by SSALC and reported that this had been a worthwhile event. In general, we appear to be following “best practice” with these matters.

Cllr. Martin reported the following: -

- Had attended recent meeting of the “Raise the Roof project” for Rotherfield Village Hall. Reported that the Project wished the Council to be formally involved as this would enable the substantial VAT of the project to be reclaimed.
- Conservation and bat surveys had been undertaken with submission of the planning application scheduled for the New Year.
- **CLERK** to add item to agenda of the December Finance and General-Purpose Committee meeting to consider seeking professional advice, as had been obtained for the Scout Hut refurbishment project, regarding the VAT aspect of this project and whether it can be reclaimed.

- **Cllr. Gilbert** reported that he had attended the recent AGM of the Sports Club which unfortunately had been inquorate and will be rescheduled. Chair of the Club had thanked the PC for their support, **CLERK** to acknowledge and thank Club for their work as custodians of the pitches and for keeping them in fine condition.
- **Cllr. Gilbert** also reported that there had not been a meeting of the Village Hall Committee this month.
- **Cllrs. Gilbert and Martin** had recently attended a site meeting with our grass and hedge cutting contractors. Some adjustments are to be made to the cutting schedule for next year and greater flexibility given to enable Clerk to agree extra “ad hoc” works identified as being required. **CLERK** to clarify with contractors that grass surrounding war graves is to be cut prior to the Remembrance Sunday service which is on the 12th November and not on the date previously advised to them.

c) Clerk’s updates and issues.

None.

d) Items for next Parish Magazine column.

To be submitted to Cllr. Henrick by mid-month please.

6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- Rotherfield Friendship Club – grant request. **CLERK** to acknowledge, seek further information of what is required and suggest an approach to the Smith and Fermor Charity.
- Sussex Police – Customer Relations Team acknowledgment of Council’s concerns regarding Parking Enforcement.
- Sussex PCCC - Acknowledgment of Council’s concerns regarding Parking Enforcement. Item is on the agenda of the forthcoming Highways Committee meeting to agree further action.
- Invicta Law – information regarding their affordable legal advice scheme.

7. TO RECEIVE INSPECTION BOOK & REPORTS

Old Burial Ground. Boundary fence in area of Brecon Terrace identified as required investigation as to condition, also a Memorial Bench is in poor condition. No other items identified on the reports as requiring attention.

8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 31st October – Planning and Building Committee, including agreement of precept.
- 7th November – Highways Lighting and Transport, Committee including agreement of precept.
- 14th November – Communications and Social Media Committee, including agreement of precept.
- 21st November – Planning and Building Committee.
- 30th November – Monthly Full Council Meeting.

All the above meetings are to 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.

Cllr. Kitchenham sought information regarding the lay by opposite Padfield Close which is in poor condition. **CLERK** to investigate.

The Chair declared the formal business of the meeting closed at 21:50.

10. PUBLIC FORUM.

None.

**Confirmed and adopted as a true record at the
30th November 2017 meeting of the Council**

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