



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

**MINUTES OF THE ANNUAL MEETING OF ROTHERFIELD PARISH COUNCIL  
HELD ON 21ST MAY 2019 AT 19:00  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

**COUNCILLORS PRESENT**

Cllr. R. Harris  
Cllr. L. Henrick

Cllr. D. Hiles  
Cllr. A. Martin

Cllr. A. Moore  
Cllr. G. Watson-Smith  
Cllr. N. Wickenden

**COUNCILLORS ABSENT**

Cllr. N. Glynn.

**ALSO PRESENT**

T. Thorpe, Parish Clerk

**Prior to the start of the meeting Declaration of Acceptance of Office Forms were signed by the Councillors who had not already done so**

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

- Cllr. R. Harris was elected unopposed to the post of Council Chair and he signed the Declaration of Acceptance of Office to this post.
- Cllr. L. Henrick was elected unopposed to the post of Council Vice Chair and she signed the Declaration of Acceptance of Office to this post.

**2. APOLOGIES FOR ABSENCE.**

Cllrs. Kitchenham and Richardson have submitted apologies for absence and it was **RESOLVED** that the reasons for these be approved.

**3. TO RECEIVE DECLARATIONS OF INTEREST.**

None declared. Clerk reminded Councillors that their completed and signed Register of Member's Interests forms must be with Wealden District Council at Hailsham no later than May 31<sup>st</sup>, also their expenses forms even if they were "nil".

**4. ELECTIONS AND APPOINTMENTS**

**i. To elect Chair & Vice Chair, and appoint members, of the following Committees.**

Councillors who were not present at the meeting had indicated in advance the various Committees of which they wished to be a member, and roles and responsibilities that they were willing to fill. Their appointments will be confirmed at the 30<sup>th</sup> May Council meeting.

The Chair and Vice Chair of the Council are "Ex Officio" members of all the Council's Committees and it was **RESOLVED** that the other Committee members would be as follows: -

- **Planning & Building Committee**  
Cllr. D. Hiles – Chair.  
Cllr. N. Wickenden – Vice Chair.  
Cllr. A. Martin.  
Cllr. J. Kitchenham.  
Cllr. G. Watson-Smith.  
Cllr. Richardson.
- **Recreation & Burial Committee**  
Cllr. G. Watson-Smith – Chair.  
Cllr. N. Wickenden – Vice Chair.  
Cllr. A. Martin.

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

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- **Highways Lighting & Transport Committee**  
Cllr. A. Martin – Chair.  
Cllr. J. Kitchenham – Vice Chair.  
Cllr. D. Hiles.  
Cllr. A. Moore.  
Cllr. N. Wickenden.  
Cllr. G. Watson-Smith.
- **Finance & General Purposes Committee**  
Chair of each Committee.
- **Communications & Social Media Committee**  
Cllr. A. Moore – Chair.  
Cllr. J. Richardson – Vice Chair.  
Cllr. A. Martin,  
Cllr. D. Hiles.  
Cllr. G. Watson-Smith.
- **Staff Committee**  
Cllr. J. Richardson.

ii. **To review and appoint Council representatives to the following organisations**

- **Rotherfield Village Hall**  
Cllr. G. Watson-Smith
- **Sussex and Surrey Association of Local Councils.**  
Role no longer required.
- **Rotherfield Allotment Association**  
Role no longer required, any issues to be dealt with by the Recreation and Burial Committee.
- **Rotherfield Memorial Institute**  
Cllr. Martin.
- **Rotherfield Millennium Green**  
Cllr. L. Henrick, who is one of the Green's Trustees.
- **Rotherfield Sports Club**  
Cllr. Watson-Smith.  
The Club oversees football, cricket and bowls in the Recreation Ground.
- **Mark Cross Community Centre**  
Cllr. J. Kitchenham.
- **Uckfield Railway Line Parishes Group & Sussex Community Rail Partnership.**  
Former Councillor Hardy is to be asked to be a contact point between the Council and these bodies.
- **Rotherfield Twinning Association**  
Cllr. J. Richardson.
- **Wealden District Association of Local Councils.**  
Chairman.
- **Rotherfield Scout Group**  
Cllr. D. Hiles.
- **Parish Schools and Pre Schools.**  
Cllr. Richardson – Rotherfield and Mark Cross Schools.  
Cllr. A. Martin – Rotherfield Pre School.
- **Rotherfield Bowls Club**  
Role no longer required, any issues to be dealt with by the Recreation and Burial Committee.
- **Rotherfield St Martin**  
Cllr. A. Martin.

- iii. **To and review, remove or create new responsibilities and posts and make appointments to them.**
- **Emergency Co-ordinators: - Infrastructure/Utilities, Snow Clearance and Vulnerable residents**  
Cllrs. N. Wickenden and G. Watson-Smith.
  - **Pond Warden**  
Cllrs. Watson-Smith and Wickenden.
  - **Footpath Warden**  
Cllrs. Watson-Smith and Wickenden.
  - **Smith and Fermor Charity**  
Clerk.
  - **Public Transport**  
To be dealt with by the Highways Lighting and Transport Committee with Cllr. Watson Smith to be the representative for Wealdlink.
  - **Telecommunications – Broadband/Mobile phone**  
Now the responsibility of the Planning and Building Committee.
  - **Gatwick Airport and aircraft issues**  
Cllr. L. Henrick.
  - **Safety inspections and public liability insurance**  
Cllr. G. Watson-Smith – Parish Cemetery and Recreation Ground.  
Cllr. R. Harris – Play Area in the Rec.  
Cllr. J. Richardson – Old Burial Ground and Court Meadow Green.
  - **Press Liaison and Newsletter**  
To be dealt with by the Communication and Social Media Committee.
  - **Rotherfield Village Conservation**  
To be dealt with by the Planning and Building Committee.
  - **Business, Enterprise and Tourism**  
No longer required.
  - **Sussex Police – Liaison**  
To be undertaken by the Highways, Lighting and Transport Committee.
  - **Sussex Police – Speedwatch**  
No longer required.
  - **Tree Warden**  
Cllrs. Watson-Smith and Wickenden.

**5. TO CONSIDER AND AGREE ACTIONS FOR 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.**  
Not now required as the Council’s Code of Conduct section 10 2) (c) (vi) permits this.
- ii. **Resolution to adopt the General Power of Competence as contained in the Localism Act 2011.**  
Clerk confirms that Rotherfield Parish Council is an “eligible council” for this purpose as defined in (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012) as at least two thirds of its members being declared are elected or stood for election and the Clerk holds an appropriate qualification in the form of the Certificate of Local Council Administration.  
  
It was **RESOLVED** that the Power be adopted.
- iii. **Consider and select quote for renewal of the Council’s insurance.**  
Details circulated in advance of the meeting. Renewal date is 31<sup>st</sup> May.  
It was **RESOLVED** to renew the Council’s insurance cover with the current insurers, BHIB, for an annual premium of £1775. The alternative quote obtained from Zurich

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was marginally more expensive at £1784. **CLERK** to arrange payment of the premium to BHIB in time for the renewal which is on 31<sup>st</sup> May.

**iv. Review authorised signatories for bank accounts.**

- **Current Unity Trust Bank Signatories:** Clerk together with Cllrs. Harris, Henrick, Watson-Smith, Richardson and Martin.

**RESOLVED** no change in signatories is required, **CLERK** to ensure that Cllrs. Richardson and Watson Smith can use the facilities to view, set up and authorise payments.

- **Current Santander Bank signatories:** Clerk together with Cllrs. Gilbert, Harris, Henrick, Martin and Wickenden.

It was **RESOLVED** that Cllr. Gilbert be removed as a signatory to the Santander accounts as he is no longer a Councillor, **CLERK** to action.

**v. Co-option arrangements for the three Councillor vacancies.**

**CLERK** to publicise the vacancies in the noticeboards and on Social Media with candidates to attend the 27<sup>th</sup> June Parish Council meeting.

**6. TO RECEIVE URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA**

- Clerk reported that he is to contact ESCC regarding potholes in the “bell mouth” at the junction of the High Street and Surgery drive, also issues raised by a Parishioner concerning the pavement at the Church Road end of Church Path and the removal of “Cats Eye” during the recent resurfacing.
- Cllr. Wickenden wishes that details of the donors to the War Memorial project be published, Clerk advised that to do this would require permission from the individual donors. Item to be added to June agenda regarding this, **CLERK** to note.

**7. PUBLIC FORUM.**

None.

**Adopted and signed as a true record at the 30<sup>th</sup> May 2019 meeting of the Parish Council**

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

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