



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 THURSDAY 19<sup>TH</sup> JULY 2018 AT 19:30  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

**COUNCILLORS PRESENT**

Cllr. R. Harris (Chair)  
Cllr. L. Henrick  
Cllr. J. Cahan

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

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

**COUNCILLORS ABSENT**

None.

**ALSO PRESENT**

Trevor Thorpe, Parish Clerk. Cllr. R. Standley (ESCC) and Cllr. F. Whetstone (ESCC).

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

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

These were submitted by Cllrs. G. Farmer, N. Glynn, A. Hardy and A. Martin and it was **RESOLVED** that they be accepted.

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

None declared. Chair reminded the Councillor's present that they should declare an interest if at any point in the meeting, they became aware of one.

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

**Cllr. Standley (ESCC).**

- Council are currently working on the 2018-19 Budget. It is focussing on funding the "core offer" – duties and services for which it has a statutory duty to provide.
- Councillors had recently undertaken a "peer challenge" exercise with Councillors from another County regarding issues surrounding "Commercialisation" projects which would generate funds as well as providing a service.
- Council are still pressing for a "fair funding formula" for Central Government to provide more in the way of funding to Counties.
- Shares the Parish Council's frustrations with East Sussex Highways regarding the lack of resurfacing of Rotherfield Hill B2100, also the slow progress toward concluding the long vehicle restriction project. Will endeavour to find more information for us regarding both projects. Clerk also reported that two Tesco lorries had recently been captured on photograph passing through the village, one earlier in the week. Tesco Chairman to again be contacted regarding this.

As Cllr. Dixon (WDC) was not present, and in his District Councillor capacity, Cllr, Standley updated the meeting regarding waste collection issues with Kier, the current contractor.

- Kier's contract with WDC terminates in June 2019.
- Three tenders have been received from companies wishing to take over the contract, each tender is being scrutinised closely to ensure that it is deliverable.
- Announcement of new contractor is anticipated in the autumn.

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

Tel: 01892 664245. Email: [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)

Parish Council Website: [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) Twitter [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

### **Cllr. Whetstone (ESCC)**

- Advised that Frant Parish Council are keen to purchase and maintain the parking area opposite Eridge Village Hall to secure its use for the Village.
- A recent survey of Kent and Sussex Schools had been published in the local newspaper. This revealed that poor attendance levels were recorded at many schools irrespective of their ranking.
- Is of the view that the Government is being dishonest in trying to pretend that Councils can continue to provide the same levels of service year on year with less funds being provided.
- Offered his assistance in establishing ownership of the grass verge in Mark Cross running from the bus shelter to the parking area opposite the Church.

#### **d) Minutes of the Parish Council meetings held on 28<sup>th</sup> June 2018 for approval as a true record.**

It was **RESOLVED** that these be adopted as a true record of the meeting and they were signed by the Chair.

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

Numbers reference the agenda of the 28<sup>th</sup> June Council meeting.

**3a)** Clerk has contacted chosen internal auditor and is completing documentation to formalise their appointment.

**3b)** Cllr. Hardy's written report to the meeting confirmed that agreed arrangements were progressing with the War Memorial Dedication. Local company are dealing with the mailing of invitations to the project donors, also the mailing to Eridge residents to raise the profile of the Parish Council in that area. Letters will be dispatched by the 27<sup>th</sup> August. It is planned that the Rotherfield Beacon will be lit on the Centenary of the Armistice on 11<sup>th</sup> November.

**3c)** Councillors involved to please update with progress report. Clerk has investigated implications of early repayment and circulated the complex method of calculation for this.

**3d)** Installation of CCTV in Village centre discussed at this meeting, Tuesday's Highways Committee Meeting resolved to proceed with the installation.

**CLERK** to provide Cllr. Standley with a copy of solicitor's letter to ESCC regarding the issues with the Pre- School damp problem and lack of progress in getting the promised site visit from the original contractor.

## **2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF JUNE 2018, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND NOTE OR AUTHORISE PAYMENTS.**

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

These were considered by the Councillors. It was **RESOLVED** that the reconciliations and budget report be approved and that no actions were required.

### **ii. Approval of payments.**

It was **RESOLVED** that the following payments be noted or authorised.

#### **Payments 1st - 31st July**

<b>Payee Name</b>	<b>Reference</b>	<b>Amount</b>	<b>Transaction Detail</b>
William J. Clark	300002	£966.00	Snow Clearing
Rotherfield Football Club	S/O	£325.00	June grass cutting
Cripps LLP	DIRECT CR	£40.80	Highways search fee
HM Land Registry fees DD	DD	£6.00	HMLR Search
KPS Contractors Ltd	DIRECT CR	£1,698.00	Gravedigging costs
Teambase	DIRECT CR	£21.45	Stationery

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

Tel: 01892 664245. Email: [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)

Parish Council Website: [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) Twitter [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

Tollwood Garden Service	DIRECT CR	£2,075.70	July grass cutting
Friends of Rotherfield Surgery	300004	£100.00	Grant
Rotherfield Village Hall	DIRECT CR	£38.40	Hall hire
Coppard Plant Hire Ltd	DIRECT CR	£52.80	Road pins
Trevor Thorpe	DIRECT CR	£36.50	July expenses
Rotherfield Pre- School	DIRECT CR	£750.00	Support grant
SSALC Ltd	DIRECT CR	£192.00	Chair's Networking Day
Direct365Online Ltd	DIRECT CR	£479.99	Hall bin emptying for year
Trevor Thorpe	DIRECT CR	£1,532.59	July Salary
H M R C	DIRECT CR	£478.73	July Tax and NI
Rotherfield Football Club	S/O	£325.00	Pitch maintenance
<b>Total Payments</b>		<b>£9,118.96</b>	

### Receipts 1st - 31st July for information

Payer Name	Amount	Transaction Detail
East Sussex County Council	£750.00	Ground rent for Pre-school
Funeral Partners Ltd	£277.00	Burial fees/gravedigging
Dignity Funeral Services	£945.00	Burial fees/gravedigging
Tester and Jones Ltd	£170.00	Memorial Fee
Tester and Jones Ltd	£500.00	Burial fees
Santander Bank	£19.97	June bank interest
<b>Total Receipts</b>		<b>£2,661.97</b>

Chair briefed councillors on payments above which had been authorised under delegated powers contained in Financial Regulation 4.1. These are the payments to Cripps for searches, and to Tollwood for tidying an overgrown grave in the Cemetery. The forthcoming invoice from Newman in respect of the War Memorial and Eridge mailings will also be authorised under these powers.

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

- i. **Adoption of Roadside Advertising Policy drafted by Chair and Vice Chair.**  
This was discussed by the Councillors and it was **RESOLVED** that **CLERK** provide Cllr. Kitchenham with a copy for him to scrutinise/modify. **CLERK** to add item of agenda of the forthcoming Communications and Social Media Committee meeting for final approval, publication and circulation to regular uses of such advertising.
- ii. **Report from Cllr. Hardy regarding matters raised at recent meeting in Eridge.**  
Summary of issues raised and discussed circulated to Councillors prior to the meeting, **CLERK** will deal with the various actions arising from it. Clerk advised that the September Council meeting will, subject to confirmation, be held in Eridge Village on Wednesday 26<sup>th</sup> starting at 20:00 and he will publicise this change of date and venue.
- iii. **Consider request for use of a "bouncy castle" in connection with a forthcoming community event on the Recreation Ground.**  
Information circulated prior to the meeting. Concerns were expressed in the light of recent high-profile incidents and fatalities arising from improper use. **RESOLVED** that the Council were willing to consent to the holding of this event but that they would not grant permission for a bouncy castle to be used. **CLERK** to advise organisers.

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ  
Tel: 01892 664245. Email: [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)  
Parish Council Website: [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) Twitter [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

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

- 10<sup>th</sup> July – Planning and Building Committee.  
**RESOLVED** that the acts and proceedings of this meeting be noted.
- 17<sup>th</sup> July – Highways, Lighting and Transport Committee – draft minutes not yet circulated. Clerk to carry forward to August meeting

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

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

###### **Cllr. Gilbert**

Attended part of the recent Sports Club meeting after attending a Council Committee meeting. Reported that Rotherfield Football Club will be celebrating its 125<sup>th</sup> Anniversary this year, also that the Club are seeking to purchase a new mower for £24K.

###### **Cllr. Henrick**

Summarised details of the recent Chair's networking event at Brighton which she and Cllr. Harris had attended and both considered it interesting and informative.

Items of note were as follows:-

- Presentation regarding the "Speed watch" initiative – **CLERK** to send details of SID stats from our device to the Police Officer involved with the scheme who is keen to start new groups.
- Sussex PCC gave a presentation of a "high level" nature regarding policing challenges. Issues surrounding call centre resources were covered and an invitation extended for Councillors to visit it.
- Presentations also made by the Housing Trust regarding shared ownership, Sussex Fire and Rescue and the Kent, Surrey & Sussex Air Ambulance Trust.

Cllr. Henrick has also attended a meeting of the Millennium Green Trust at which the issue of additional dog bin(s) on the green were discussed, with possible support from the Parish Council. Clerk confirmed that an item appears on the agenda of the forthcoming Recreations and Burial Committee meeting regarding this.

- Cllr. Harris had attended the Rotherfield Village Hall Committee meeting.
- Cllr. Richardson had attended a meeting of the Twinning Association.
- Cllr. Watson-Smith had attended a Basic Tree Inspection and Survey training course at the East Malling Trust and reported that it was an interesting and worthwhile event.
- Clerk had booked to attend a meeting at SSALC to consider their initial views on trying to organise Parish Warden schemes. Was not able to attend but had subsequently had a conversation with the retired police officer undertaking work for SSALC on this. Clerk advised him that further details and costing would be welcomed by the Council for consideration once available.

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

- Holiday from 28<sup>th</sup> July, return to work Monday 13<sup>th</sup>, also on holiday 28<sup>th</sup> – 31<sup>st</sup> August. Agenda for meetings of the 7<sup>th</sup> August meeting of the Communications and Social Media Committee and 14<sup>th</sup> August meeting of the Recreation and Burial Committee meeting will be published prior to departure. Cllr. Watson Smith is to be provided with the papers for this meeting as Cllr. Gilbert will not be present.  
The following arrangements will also be made:-

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

Tel: 01892 664245. Email: [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)

Parish Council Website: [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) Twitter [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

- Local Funeral Directors will be advised and grave spaces allocated to them should they be required. Burial records will be deposited with the Chair, two interments will be taking place on August 2<sup>nd</sup>.
- Email will be set to forward to Chair's address, also "out of office" response activated.
- "Log in" details will be provided to the Chair in case of need. Unity Trust Bank account is already accessible by Councillors provided with passcodes.
- Website, Facebook and Twitter can be accessed/maintained by Chair and Vice of the C&SM Committee if it is wished to update or post any urgent items.

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

- Details of forthcoming public meeting with the Sussex PCC, Katie Bourne.
- Forthcoming road closures for water main work and demolition of Sherriff's Lane old rail bridge.
- Mark Cross parking/crossing matters – public meeting/consultation in September, final details TBA.
- New Rotherfield Parish Council Facebook Group page details.

**6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.**

- Note of thanks from Rotherfield Friendship Club for recent grant from the Council
- Clerk Magazine July 2018.
- Clerks and Councils Direct July 2018.

**7. TO RECEIVE INSPECTION BOOK & REPORTS**

No issues requiring urgent action were identified and the reports were signed by the Chair.

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

- 31<sup>st</sup> July Planning and Building Committee
- 7<sup>th</sup> August Communications and Social Media Committee
- 14<sup>th</sup> August Recreation and Burial Committee
- 21<sup>st</sup> August Planning and Building Committee
- 23<sup>rd</sup> August August Council meeting

All meetings will be in the Parish Council Room, Rotherfield Village, 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. Richardson has obtained quotes for a Parish Newsletter, **CLERK** to add item to agenda of forthcoming Communications and Social Media Committee meeting to consider these.
- Clerk updated the meeting regarding the "dropped kerb" that is to be installed opposite the King's Arms and by the Copper Kettle. Contractor had placed project on hold at Parish Council's request in September but had not taken note of further correspondence earlier this year instructing them to proceed with it. They hope to be able to undertake the work in August.
- Clerk is to instruct our contractors to cut the hedge on the section of path running between Station Road and Chant Lane as he had noted brambles overgrowing it.
- Reported that Mark Cross School is changing its morning "drop off" policy, it is hoped that this may have a positive impact on morning parking issues here.

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

Tel: 01892 664245. Email: [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)

Parish Council Website: [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) Twitter [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

Chair declared the formal business of the meeting closed at 21:20.

**10. PUBLIC FORUM.**

None.

**Adopted and signed as a true record at the 23<sup>rd</sup> August 2018 meeting of the Council**

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