

# ROTHERFIELD PARISH COUNCIL

Working for the Community

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

## MINUTES OF THE MARCH MEETING OF THE PARISH COUNCIL HELD AT 19:30 ON THURSDAY 31<sup>ST</sup> MARCH 2011 AT ROTHERFIELD VILLAGE HALL

### COUNCILLORS PRESENT

Cllr. Mrs P. Halse Adamson (Vice Chair)	Cllr. C. Clibbens	Cllr. J. Padfield
Cllr. J. Bowerman	Cllr. R. Harris	Cllr. Mrs. A. Watson
Cllr. D. Clark	Cllr. R. Jaques	Cllr. N. Wickenden

**ALSO PRESENT.** Two members of the public attended and Cllr. R. Tidy (ESCC).

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

Cllr. L. Pike, Cllr. Miss. N. Bolton, Cllr. C. Dennison, Cllr. C. Prince and Cllr. H. Merriman (WDC). Subsequent to the meeting, PCSO Boyle advised that he did not attend as he was assisting with a serious RTC on the A267, he will send his report.

#### 2. TO RECEIVE DECLARATIONS OF INTEREST.

Cllr. Wickenden declared a personal interest in item 6 b) as he is a member of the Trust.  
Cllr. Harris declared a personal interest in item 6 h) as he farms land adjacent to the Lane.

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

##### Cllr. Tidy (ESCC)

The following items were reported:-

- A further £2.6m has been granted from Government to County for pothole repairs. The aim is that these will all be repaired by the end of May.
- Despite budget reductions, the programme of road resurfacing work is to continue through the summer.

##### Cllr. J. Padfield (WDC)

Cllr. Tidy joined the meeting at this point and reported the following:-

- Reduction in grant from the Government to WDC is to be £2m over 2 years, not 4 years as previously believed. This will be accommodated without reducing reserves below the minimum £1.4m figure that is required to be maintained.
- Planning permission was granted in February for the Hailsham single site for the Council's offices, building work has started with completion scheduled for summer 2012.
- 61 affordable homes have now been completed in Uckfield.
- The Council's Land Charges team have been rated as "Best of the Year" in the U.K.
- £137k grant has been received to assist with Rural Broadband projects in Wealden.
- A joint waste collection project is being set up in cooperation with ESCC, Hastings Borough Council, Eastbourne Borough Council and Rother District Council.

**Cllr H. Merriman (WDC)** Clerk reported on his behalf that a meeting has been held with around 20 residents of New Road opposed to the demolition of "Spindrift" and replacement with two houses. The matter is before the Wealden North Planning Committee meeting on the 7<sup>th</sup> April when the concerns will be raised.

#### 4. TO RECEIVE POLICE COMMUNITY SUPPORT OFFICERS REPORT

Not present.

#### 5. TO RECEIVE MINUTES OF PARISH COUNCIL MEETING HELD 24<sup>TH</sup> FEBRUARY 2011 & MATTERS ARISING.

It was noted that Cllr. Harris had declared a personal interest at this meeting in respect of item 6 c) of the Agenda as he uses Chant Lane to access land that he farms. AGREED that these minutes be adopted and that there were no other matters arising. The Chairman signed the minutes.

#### 6. TO CONSIDER THE FOLLOWING AGENDA ITEMS

##### a) Repairs to Allotment boundary fencing.

The Horticultural Association have raised concerns that the allotment perimeter fence is no longer rabbit proof. A Councillor has inspected the fence and considers that only minor repairs are required and that some of the damage has been caused by plot holders tying items to the fence or

# ROTHERFIELD PARISH COUNCIL

Working for the Community

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

leaning items against it. RESOLVED Clerk is to send a letter to the Association informing that they should deal with the repairs themselves.

**b) Request from Pre-School to use an area adjacent to the Recreation Ground for a Forest Schools programme run by the Sussex Wildlife Trust, and information regarding condition of this area.**

Clerk has spoken with Katie Riley of the Trust who hopes to run 10 weekly sessions for the Pre School children starting in September. Details regarding the programme were circulated for information. Condition of an oak tree in this area has been flagged; Tony Moaby has inspected it and expressed his view that it is in generally good condition despite having recently dropped a major limb. Clerk has viewed area, there is debris, an old roller and general litter in this area that he assumes is the responsibility of the Sports Club.

RESOLVED Clerk to contact Trust seeking information regarding risk assessment and liability insurance, a small bonfire forms part of the scheme and this should be on a suitable base to prevent damage to the ground surface. Clerk also to contact Sports Club asking them to remove debris from this area and tidy litter.

**c) Adoption of updated Financial Regulations.**

Copies have been circulated prior to the meeting. RESOLVED amended regulations accepted, Clerk to publish. send copies to Councillors and add to website.

**d) Update from WDC regarding proposal for affordable housing in Town Row.**

WDC Officer concerned advises that, until formal application has been submitted, he is unable to make a presentation regarding this specific site, only a general one on affordable housing policy and waiting list criteria. The Housing Association could make a presentation probably May/June once details of the buildings design is known, he can be involved with this.

RESOLVED Clerk contact WDC accepting invitation for a presentation from the Housing Association and make arrangements for a suitable date.

**e) Future Council policy for community gifts to commemorate national events.**

RESOLVED that any future expenditure of this nature should be directed toward a project or item providing benefit to the Parish in general and not for individual "souvenir" type items.

**f) Response from Sports Club regarding various Recreation Ground matters and request for financial contribution toward end of season pitch repair work.**

Details of their response circulated prior to meeting, this featured the following points:-

- They will send us details of the costs of extending the fence by the Pre School so that the Council may consider a contribution toward this.
- Club will cut as far as the pitch side boundary of the services trench to the Pre School due to the large quantity of stone in the regraded bank to the car park and trench infilling. Cost to remain at £300 per month April – October, this is the last year that they can hold the cost at this level. Caveat to signing of agreement would be required as per last year as the Club is an unincorporated body.
- Concern expressed at the additional cost of providing £5m public liability cover.
- Details of various end of season works to the pitch have been provided, cost estimated at £3500, which Club will fund. Confirmation sought from the Council that we are happy with proposed works; a contribution toward the cost from the Council is invited.

It was considered that the condition of the sports surfaces and standard of the pitch were a credit to the efforts of the Club and that the sporting activities organised by them were a great benefit to the community. RESOLVED Clerk to investigate what has already been committed to the Club by way of support and add item to April agenda so that further financial support may be considered for the end of season maintenance work. It was noted that the grant-funded expenditure undertaken a few years ago had provided drainage of a high standard but that this did required ongoing maintenance expenditure for it to maintain effectiveness.

RESOLVED grass cutting arrangements with the Club to continue at £300 per month April to October with the limitations to the cut area noted, CLERK to organise agreement for signature at Tuesday's meeting for sending to club.

**g) Increased waste and dog bin emptying costs from WDC and arrangements for Village Hall bins.**

WDC have advised the new rates for emptying dog bins and the waste bins at the Village Hall and Cemetery. Waste bin charges are substantially increased, new annual cost based on weekly

Parish Council Website: [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk)

Email: rotherfieldpc@yahoo.co.uk

Clerk: Trevor Thorpe, 82, Fermor Way, Crowborough, East Sussex, TN6 3BJ 01892 664245

Page 2 of 6

Parish Council Meeting Minutes 31st March 2011

# ROTHERFIELD PARISH COUNCIL

Working for the Community

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

emptying would be £143 compared to £10 for 2010/11; Clerk suggests that Cemetery bin could be emptied less frequently as it lightly used. Have also been advised that the current arrangement whereby Council pay the bill for the hall bin and the hall offsets hire costs against this is not permitted due to the Vat rule that Council should receive no benefit in return for funding the bin charges. RESOLVED that monthly collections should suffice for the Cemetery bin. Clerk to advise WDC.

RESOLVED in view of comments re Vat Clerk to advise Hall that in future they will need to take over payment of the bill from WDC directly and that Council will pay invoices for Hall hire.

**h) Chant Lane. Update regarding meeting with ESCC to discuss quote for resurfacing at the Station Road end and information from ESCC regarding possible funding. Information regarding ESCC winter closure process.**

It is understood that ESCC have already visited the Lane and details of the outcome are awaited of what they may be prepared to fund by way of repairs. Cllr. Tidy commented that he had visited the Lane and considered that the section from Eridge Lane to the allotments justifies closed to vehicle access during the winter months and that he would support the Parish Council with this. RESOLVED no further action required until information received from ESCC, Clerk to carry forward to April agenda.

**i) Suggestion for minor maintenance works on Parish Council owned items.**

Clerk has suggested the following candidates:-

- Seats at Town Row bus stop and top of Hornshurst Road.
- Two barriers in the Rec, by rear of car park and on drive to Pre School.

Clerk to obtain quote for this work for consideration at next meeting. Cllr. Harris has kindly offered to clean the litterbin at top of New Road by bus stop.

**j) Quote for producing statutory plan for new ashes interment area and Remembrance Wall in Cemetery.**

Quote is for a maximum of £390 plus Vat for this based on an hourly charge of £65.

RESOLVED Clerk to progress this provided cost does not exceed quoted figure. Whole length of area bordering Eridge Lane hedge is to be mapped for plots and a strip is to be left clear in centre of area by Remembrance Wall for access to bench. Clerk is to enquire of Uckfield and Crowborough Town Councils regarding plot sizes used by them for ashes.

**k) Request from EDF to add additional pole in recreation ground to provide better support to power and BT cables.**

EDF wish to install 2 poles, one in the Rec. opposite Highgate Flats and one further down on the verge, this to improve the ground clearance for the cables. RESOLVED to authorise them to undertake this work, Clerk to advise and request any paperwork that may be required.

**l) Request from Sustrans for donation toward their work.**

Clerk has already received useful information from them regarding proposal for cycleway. £20 requested as part of a general appeal to fill funding gap from reduction in central support, RESOLVED to contribute this sum using LGA s137 powers for grants to National Charities, cheque to be added to payments list for April.

**m) Information regarding roundabout in play area and updated risk assessment forms.**

Cllr. Prince has restored clearance to within specification. Clerk has added specific measurements to the weekly checklist and recommends that a gauge be constructed to enable easy checking of the roundabout clearance. Risk assessment forms for all areas have been updated and these were circulated to the Councillors who deal with inspections. A section is now included to note whether any claims have been received or concerns expressed by the public.

RESOLVED Clerk to liaise with Cllrs. Wickenden and Prince regarding making a gauge for checking ground clearance.

**n) Clerks update on CiLCA and holiday request.**

Result of resubmitted sections is awaited.

Holiday dates requested Monday 25<sup>th</sup> July (day remaining from 2010/11 entitlement) and Friday August 26<sup>th</sup>. This was AGREED.

**o) Any correspondence containing invitations or otherwise requiring a response.**

- Invitation from Twinning Association to the 25<sup>th</sup> Anniversary Reception, copy circulated.

Parish Council Website: [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk)

Email: rotherfieldpc@yahoo.co.uk

Clerk: Trevor Thorpe, 82, Fermor Way, Crowborough, East Sussex, TN6 3BJ 01892 664245

Page 3 of 6

Parish Council Meeting Minutes 31st March 2011

# ROTHERFIELD PARISH COUNCIL

Working for the Community

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

- Wealden DC - Consultation process regarding closed churchyards, meeting to held with Clerks of Parishes affected at Pine Grove 27<sup>th</sup> June 10:00. This is to be added to agenda of the May Recreation and Burial Committee so that any concerns and issues may be gathered for the meeting.

## 7. TO RECEIVE MINUTES OF COMMITTEE MEETINGS & MATTERS ARISING.

- 15<sup>th</sup> March 2011 – Planning and Building Committee.
- 22<sup>nd</sup> March 2011 – Highways Lighting and Transport Committee.

It was RESOLVED that these minutes be adopted and that there were no matters arising.

## 8. TO RECEIVE REPORTS FROM THE FOLLOWING

- **Other committees and sub-committees.**
- **Meetings attended on behalf of the Parish Council**

Cllr. Padfield attended a meeting today with the Eridge Estate and nearby residents who expressed concerns regarding proposals to amend the current event licence arrangements. Main issues are noise and traffic generated on local roads by such events. No objections or comments have been made to the Parish Council regarding this.

Has also attended a meeting of the Uckfield Railway Line Parishes Committee at Buxted and reported the following:-

- The Spa Valley railway was now running tourist steam trains from Tunbridge Wells to Eridge.
- Overcrowding is still an issue on peak hour services and it is hoped that these will be increased to eight cars length.
- Car parking is to be increased at Uckfield.
- Reopening of the Uckfield – Lewes rail route is still an aspiration.
- **Clerk's report, issues and updates on work in progress.**
  - 10<sup>th</sup> March Rural Forum at Boship Farm. This had been a very informative morning with speakers from SALC, WDC and ESCC and the Clerk summarised the key points.
  - Updates/information received from ESCC regarding the following:-
    - Missing drain covers in Sheriff's Lane will be inspected and any necessary works arranged.
    - High Street has been marked up for patching work in the near future.
    - Rotherfield – Eridge route was gritted on the 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> December. Road temperatures during that period were around the -5c level at which grit loses effectiveness.
    - Damaged fencing bordering Mark Cross car park and A267 is to be repaired.
    - Fly posting on A267 for rug sale at Mark Cross hall was reported by a Parishioner for action. Have spoken to ESCC Officer concerned who advised that often these signs are posted late Friday and removed Sundays making enforcement an issue if not in the area as two officers cover whole of County. They will contact Hall re these signs and ask that hirers be requested not to fly post.
    - Direction sign on Catts Hill approach to Mark Cross will be replaced, as will the damaged "Give Way" sign at the B2101/Cottage Hill junction.
    - Town Row end of New Road has been reported to Highways for action regarding surface conditions and drainage issues that inconvenience users of the nearby bus stop.
  - Annual Parish Meeting posters will be installed on Tuesday.
  - Contractors have been chased for details of costs for next seasons grass and hedge cutting and asked to remove stones from graves levelled in the autumn. The specification for this work did not request reseeding. They have dealt with the request to increase public liability cover to £5m and will send paperwork confirming this.
  - It is understood that Mayfield PC are to discuss the report regarding the "Cuckoo Line" Bridleway at their April meeting.
  - Fly tipping issues occurring again in Limekiln Forest with reports from a nearby resident of more fires and a burnt out fridge. PCSO Parnell who covers part of this area has been contacted by WDC and Clerk has given her some background to the issues in this area. She is to speak to PCSO Boyle regarding the issue as the Forest is partly in his area.

# ❧ ROTHERFIELD PARISH COUNCIL ❧

Working for the Community

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

- Draft of new bus times for service 226 has been received from ESCC. These are subject to some “fine tuning”, and a later afternoon departure from Crowborough to Rotherfield may be provided in the final timetable.

## 9. TO RECEIVE THE FOLLOWING FINANCIAL INFORMATION

- Bank Reconciliation as at end of February 2011. The RFO presented the figures, which were agreed and signed by the Chairman. Clerk expressed his concern that the payment from ESCC as their contribution toward the car park reconfiguring had not appeared in the account yet. Bank have been contacted and asked to deal with this as a matter of urgency, advised that payment was returned to ESCC, they have confirmed this and will send a cheque for the sum involved.
- Review of Expenditure against Budget to end February 2011. The RFO provided the summary figures to Councillors and relevant detailed figures to the Committee Chairmen.
- Approval of Payments. Clerk explained that mileage allowance had increased due to the Vat rise, however the Vat element may now be reclaimed. After explanation it was agreed that the following payments be made:-

<b>PAYMENTS</b>			
<b>CHQ NO.</b>	<b>PAYEE</b>	<b>DETAILS</b>	<b>AMOUNT</b>
801232	Trevor Thorpe	Clerk's salary for March	£861.56
801233	H.M.R.C.	Tax and N.I. for March	£224.01
801234	Trevor Thorpe	Clerk's expenses for March	£247.16
801235	Simon Ellis	Allotment rental due March 25th	£250.00
801236	ESCC	Street lighting energy and maintenance costs 2010/11	£5,251.50
801237	Tony Moaby	Hedge and tree clearance work Recreation ground Eridge Lane boundary	£1,730.00
801238	David Peacock	Paint and sign write Nap Wood fingerpost	£120.00
801239	Konica Minolta	Photocopier lease fee	£41.08
801240	JAKK	Replacement fingerpost at Redgate Mill Lane	£1,068.00
801241	Jim Gander	March street sweeping	£131.25
801242	SALC	Subscription to NALC and SALC	£873.90
801243	SALC	Carriage for copies of "Good Councillor's" guide	£9.47
801244	Rotherfield Village Pre school	Grant instalment s137 1972 LGA	£250.00
<b>Total</b>			£11,057.93

<b>CREDITS</b>		
<b>PAYMENT FROM</b>	<b>DETAILS</b>	<b>AMOUNT</b>
Cripps Harries Hall	Pre school rental due January 1st from ESCC	£350.00
HMRC	Vat reclaimed 01/01/2011 - 28/02/2011	£2,078.27
Santander Bank	March interest on 4711394	£63.31
Rotherfield School	Annual contribution toward Rec. maintenance	£500.00
Dignity Memorials Kent	Tablet fee	£40.00

Parish Council Website: [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk)

Email: rotherfieldpc@yahoo.co.uk

Clerk: Trevor Thorpe, 82, Fermor Way, Crowborough, East Sussex, TN6 3BJ 01892 664245

Page 5 of 6

**Parish Council Meeting Minutes 31st March 2011**

# ROTHERFIELD PARISH COUNCIL

Working for the Community

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

Burslem	Memorial fee	£70.00
ESCC	Contribution toward cost of car park reconfiguring	£6,585.00
<b>Total</b>		<b>£9,686.58</b>

## 10. TO RECEIVE CORRESPONDENCE

### General

- Sussex Heritage Trust Awards 2011 – information.
- Plumpton College at Netherfield – details of training courses.
- St Denys' Church – thanks for grant supporting lighting on public footpath in churchyard.
- Wealden CAB – thanks for grant.
- Tunbridge Wells and District Samaritans – thanks for grant.

### Circulars and magazines

- Saint-Chéron en Bref – No. 272.
- Clerks and Councils direct – March 2011.
- Sussex Ramblers – March 2011 and April Now Open.
- The Clerk – March 2011.
- LCR – 2011.
- High Weald Anvil – 2011 – Clerk has suggested future editions be sent via e-mail.
- Wealden Parish Bulletin – Issue 8.
- Action in Rural Sussex magazine – Issue 21.

## 11. TO RECEIVE INSPECTION BOOK & REPORTS

These were presented to the Chair for signature.

## 12. DATES FOR FORTHCOMING MEETINGS.

- Tuesday 5<sup>th</sup> and 26<sup>th</sup> April - Planning and Building Committee.
- Tuesday 12<sup>th</sup> April – Finance and General Purpose Committee.

The above meetings are in the Parish Council Room at Rotherfield Village Hall starting at 19:30.

- Wednesday April 20<sup>th</sup> - 2011 Annual Parish Meeting in Rotherfield Village Hall starting at 20:00.
- Thursday 28<sup>th</sup> April – Monthly Council Meeting in Mark Cross Village Hall starting at 19:30.

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

- A Parishioner had commented on the lack of tourist related publicity for the Parish, Clerk to add to agenda of April meeting.
- Sponsorship is still being sought for a replacement oak tree at the top of Hornshurst Road.

The Chairman declared the formal business of the meeting closed at 21:25.

## 14. PUBLIC FORUM.

- Clerk confirmed to member of the public that the Council's Public Liability cover was £10m.

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