



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

**MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL  
HELD ON TUESDAY 26<sup>TH</sup> JULY 2016 AT 19:30  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL**

**COUNCILLORS PRESENT**

Cllr. D. Thomas (Chairman)	Cllr. T. Gilbert	Cllr. G. Watson Smith
Cllr. R. Harris (Vice Chairman)	Cllr. L. Henrick	Cllr. N. Wickenden
Cllr. J. Cahan	Cllr. J. Kitchenham	Cllr. L. Watts
	Cllr. A. Martin from 19:47	

**COUNCILLORS ABSENT**

Cllr. Hiles

**ALSO PRESENT**

The Parish Clerk, Trevor Thorpe, Cllr. P. Dixon (WDC) and 2 candidates for co-option to the Council.

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

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

An apology for absence was submitted by Cllr. R. Standley (ESCC). It was advised that Cllr. Martin may be delayed but would be joining the meeting.

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

None. The Chair reminded Councillors that they should declare an interest if at any point in the meeting they became aware of one in connection with an agenda item.

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

Cllr. Standley (ESCC) had submitted a written report in advance of the meeting and the key points are as follows:-

- For Financial Year to end of March 2016 there was an underspend of £3.3m, assisted by the release of contingency by the Better Together board.
- Devolution. Decision on this is unlikely before autumn at the earliest. Given the area of "3SC" - which covers the county areas of East Sussex, West Sussex and Surrey – Treasury funding is likely to be more than the standard £30m for 30 years, and it is hoped that it would be over £100m given the need for infrastructure.
- Concern expressed at the reference in these plans to a Directly Elected Mayor (DEM), which in Cllr. Standley's view would add another layer of Local Government; also DEM normally holds extensive executive power with limited ability for Councils to influence or overrule.

Cllr. Dixon (WDC) reported the following:-

- Will be meeting with the Planning Team to agree a way forward with the planning application for Cottage Hill House.

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- CCTV on the King's Arms. Understands that little by way of further information is required to complete this application and allow it to move forward. Items outstanding appear to be details of how the Camera is to be fixed to the building, and details of connected interior cable runs.
- WDC are to build a Crematorium to serve the district, currently the nearest are at either Eastbourne or Tunbridge Wells. It is planned to site this in Horam.
- Recent WDC run Food and Wine Festival at Pevensey Castle had been a success. He hoped that next year's event could be in a more central Wealden location.
- Concerns raised with him regarding the magnitude of the Car Park sign in station road had been passed to Cllr. Standley, as the matter is part of his WDC portfolio.

**d) Police Community Support Officer's report.**

ACTION for CLERK to investigate what local reports are available now that we no longer have a PcsO to provide it.

**e) To resolve that the minutes of the Council Meeting held on 30th June 2016 be taken as read, confirmed as a correct record and signed by the Chairman.**

It was RESOLVED that these were a true record and they were signed by the Chairman.

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

**ACTIONS FROM 30<sup>TH</sup> JUNE 2016 COUNCIL MEETING – UPDATE FOR JULY 2016 MEETING**

MINUTE REF:	ACTION	RESPONSIBILITY/ UPDATE
1d)	Letter should be sent to PcsO on behalf of the Council giving thanks for her service	CLERK - Completed
1e)	Note amendments to May minutes on the digital copies	CLERK - Completed
1e)	Arrange for 7 <sup>th</sup> June P & B minutes to be signed as per resolution and for amendment of the published digital copy to show the deletions.	CLERK – RESOLVED to amend/sign - P&B Chair to action
2b)	Compile letter to be signed by three current signatories authorising removal of old signatories; letter to be accompanied by copy of the relevant section of these minutes when adopted to be signed by two Councillors present at the meeting.	CLERK - completed – to be signed at this meeting.
2d)	Check room availability for 26 <sup>th</sup> July and report to Councillors/raise awareness of change of meeting date noticeboards and digital media	CLERK - Completed
2e)	Circulate details of deadline for receipt of applications for co-option and annotate posters accordingly.	CLERK - completed but insufficient time to annotate posters
2f)	Submit Council's response to WDC leisure facilities survey	CLERK - complete and submitted
2i)	Liaise regarding Christmas Light work and review permissions already held for attaching lights to buildings in Village Centre.	Cllrs. Martin, Harris and Clerk. Cllrs. to report please – see also item 2c) on this agenda
2j)	Add item to forthcoming HL&T agenda to finalise purchase of VAS	CLERK - Completed
2k)	Add item to forthcoming Recreation and Burial Committee meeting to update progress and consider authorisation of purchase and installation of height barrier for Rec. Car Park	CLERK/Cllr. Martin – added to 2 <sup>nd</sup> August

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		agenda
<b>2m)</b>	Request for support toward cost of Twinning Association Tour of the Houses of Parliament. Contact Association for further detail and indication of sum sought	CHAIR – to investigate and report – visit not until 2017
<b>2o)</b>	Add item agenda of forthcoming Highways Committee agenda to agree details of memorial tree for planning in Rec.	CLERK - Completed
<b>2r)</b>	Post updated Annual Return details on website and noticeboards.	CLERK - Completed
<b>3</b>	Amend budget to take into account the changes agreed at the March meeting of the Council; corrections initiated by accounting software provider had overwritten these amendments.	CLERK - Completed
<b>7</b>	Add item to forthcoming Highways Committee meeting to discuss reinstatement of wood chipping path next to old rail bridge at Town Row.	CLERK - Completed

ACTION for CLERK in respect of item 2k) above. Contact Coppard to obtain additional quote for consideration at the 2<sup>nd</sup> August Recreation and Burial Committee.

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

### **a) Interview and consider appointment of applicants for Co-option to the Council to fill the two current Councillor vacancies.**

Cllr. Harris declared a personal interest in this item as he is related to Adam Hardy. After presentations by each of the two candidates, and consideration by the Councillors, it was RESOLVED to Co-opt Adam Hardy and Janice Richardson to fill the two vacancies; they signed their Declaration of Acceptance of Office documents and were welcomed to the Council.

ACTIONS for CLERK

- Arrange for additional information regarding Council and its operations to be forwarded to the new Councillors.
- Book four spaces on the SSALC New Councillor Course in September for the two new Councillors, plus Cllrs. Henrick and Harris.
- Ensure Declaration of Interest documents are completed, returned and forwarded to Wealden DC.
- Write to third candidate, who was unable attend this meeting, thank them for their interest and encourage them to apply for any future vacancies.

### **b) Report from Cllr. Watts regarding “Village Gateways” for Mark Cross.**

Assisted by Cllrs Martin and Henrick Cllr. Watts has established that there is one main contractor who supplies these. The aim of installation is to heighten awareness of speed limit change on entering the community. Ian Johnson at ESCC has been contacted to seek advice re: siting and other conditions regarding the installations, his response is awaited.

ACTION for CLERK to add to agenda of August meeting for update.

### **c) Arrangements for the installation and “lighting up” of the Village Christmas illuminations.**

Clerk has forwarded details of the consents obtained from property owners in 2012 regarding fixing of lights to their buildings. Cllr. Harris reported that there is £1k in the budget for this annual project, the Council already own the lights Cllr. Harris has established that the

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consents need updating and is to obtain a list of the properties concerned from Les Pike, who will be employed by the Contractor concerned to assist in installing the lights.

RESOLVED that Cllr. Harris arrange the following:-

- Liaise with Les Pike re: order of trees.
- Re-apply for Licence from ESCC, Method statements and risk assessment to be obtained from Contractor.
- Details of the Council's insurance is to be handed to owners of the properties to which lights are attached.
- Usual "light up" day is first Sunday in December, this year the 4<sup>th</sup>. St Denys' Church to be contacted to ensure that a clash of dates does not occur with any seasonal service they may be holding.

**d) Consider grant to Smith and Fermor Charity.**

Matter was previously discussed under item 2h) of the April 2016 Parish Council meeting, which agreed to make a grant of £500, subject to confirmation that the Council held power to do so. Clerk has enquired of SLCC whether the Council have power to grant funds to this Charity which provides grants in cash or kind to non-residents of the Parish as well as those who live within. SLCC response stated that the Council may make a grant under the General Power of Competence that it holds. The resolution taken at the April meeting may now be enacted. ACTIONS for CLERK to arrange for £500 cheque for issue at the August Council meeting and write to Crowborough Town Council advising that a grant had been made and suggesting that they consider making a similar grant.

**e) Concerns raised at noise nuisance created at recent music event in Village.**

Recent music event in Village generated a complaint direct to the Council via Facebook that loud music continued to at least 22:40 on the Sunday, and final, night of the event – public advertising stated that the finish time was scheduled for 21:00 on that day. Chair reported he had received around a dozen complains over the weekend regarding the event and It was reported that the WDC out of hours response line for noise concerns was unavailable.

RESOLVED that Chair of Council is to raise the concerns expressed to the Chair of the Bonfire Society for whom the event was held to benefit. Cllr. Dixon (WDC) will speak with the owner of the premises involved regarding the concerns raised.

**f) Clerk's holiday absence. Arrangements for management of the following:-**

- i. 2<sup>nd</sup> August Building Recreation and Burial agenda publication.  
Details to passed to Cllrs Harris and Gilbert. Clerk to publish agenda prior to holiday and provide background information. Cllr. Harris to hold Council laptop and make available for the 9<sup>th</sup> August Planning and Building meeting. Cllr. Harris is to be provided with a paying in slip should the grant money for pitch drainage be paid to us.
- ii. 9th August Planning and Building agenda publication. 4th August is the deadline date for publishing the agenda. CLERK to compile agenda to include items received to date and send to Chair and Vice Chair of this Committee.
- iii. Management of Burial records. These are to be held by Cllr. Harris the Committee Chairman. Local Funeral Directors are to be advised
- iv. Email log on to be passed to Chair and Vice Chair. Urgent issues to be disseminated to Chair of Committee to deal with.
- v. Spare key to Mark Cross and Eridge Noticeboards, also the bus shelter display cases, to be provided to Cllr. Henrick.
- vi. Contact details for Council's contractors to be passed to Cllrs Martin and Harris.

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vii. Clerk will add “out of office” messages to phone and email recommending that any urgent matters be passed to the Chairman during his absence. Clerk will return to work on Monday 15th and will be taking Bank Holiday w/c 29th as holiday.

**g) Information regarding new website and allocation of update responsibility.**

Cllr. Cahan reported that the new website is “going live” on Friday, not quite in final format but with some “work in progress”. Clerk, Cllrs. Henrick and Cahan have authorisation for uploading. Cllrs. Cahan and Henrick were thanked for their work in researching and organising the new host, site, Clerk reported that contract with old hosts ends on July 31st, and no further payment is due. Facebook and Twitter pages will raise the profile of new website.

**h) Progress report of Review of Governance Documents, Committee Terms of References and other Policies. Consider adoption of policies for which reviews have been completed.**

**Current situation is as follows:-**

Cllr. Harris has reviewed the Recreation and Burial Committee terms of Reference and Cllr. Martin and Cllr. Watson Smith to review |Highways Lighting and Transport Terms or Reference.

ACTION for CLERK to add item to Agenda of October Council meeting to consider revised policies and other governance documents for adoption.

ACTION for Cllr. Harris to resent the R & B Committee revised Terms of Reference, as Clerk can find no trace of it.

**i) Request for permission to hold a Barbecue in the Village Hall grounds in connection with an event.**

Crowborough Jujitsu Club, a not for profit organisation operating from the Village Hall, wish to hold an afternoon “training event” in the Hall, possibly with a barbecue outside afterwards and have contacted Clerk seeking permission. No firm details as to date/time have been decided.

RESOLVED action for Cllr. Harris to contact Club to see if the event is likely to proceed and obtain details, also obtain documents from Club regarding the event to include Risk Assessment and Public Liability Cover.

**3. TO RECEIVE FINANCIAL REPORTS AND AUTHORISE PAYMENTS**

**a) Approve Bank Reconciliation to end of June 2016 and review of expenditure against Budget**

Reports circulated to Councillors in advance of the meeting.

Clerk reported that there was a £125 difference in the current account reconciliation, which he is still investigating: also still needs to reconcile the budget adjustments agreed at the March 2016 PCM that were reset when RBS Systems corrected the accounts due to our coding errors. RESOLVED that reconciliation and budget updates be accepted

**b) Resolution for approval of payments due.**

It was RESOLVED that the following payments be made:-

**List of Payments made between 01/07/2016 and 28/07/2016**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Chq. No.</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
26/07/2016	Trevor Thorpe	802162	£1,535.02	July Salary
26/07/2016	H M R C	802163	£498.69	July Tax and NI
26/07/2016	Trevor Thorpe	802164	£114.11	Expenses and reimbursements

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26/07/2016	Tollwood Garden Service	802165	£950.00	July grass cutting
26/07/2016	Newton and Frost Fencing Ltd	802166	£1,240.69	New bus shelter Forstal
26/07/2016	SSALC Ltd	802167	£108.00	Legal and Finance day
26/07/2016	Phil Ireland	802168	£287.20	Litter picking/street sweeping
26/07/2016	CTP Consulting Engineers	802169	£600.00	St Denys' Memorial Survey
26/07/2016	Gwen Pritchitt	802170	£416.00	2nd and 3rd Audit inspection
26/07/2016	Rotherfield Sports Club	802171	£325.00	July pitch cutting
26/07/2016	Friends of Rotherfield Surgery	802172	£75.00	Grant
26/07/2016	Cable Test Ltd	802173	£498.00	Lamp column structural test
26/07/2016	KPS Contractors Ltd	802174	£511.68	Gravedigging P25
26/07/2016	Rotherfield Village Hall	802175	£59.60	Hall hire for June
26/07/2016	Direct365Online Ltd	802176	£446.20	Rec. 660L bin
26/07/2016	Greenbarnes Ltd	802177	£709.37	Greenbarnes Ltd
26/07/2016	CPRE	802180	£36.00	Annual subscription
26/07/2016	A. Martin	802179	£35.82	Weedkilling Town Row Bridge
26/07/2016	HM Land Registry fees DD	DD	£6.00	June search fees
26/07/2016	T.C. Woodgate	802178	<u>£100.00</u>	Mole catching
<b>Total Payments</b>			<b><u>£8,552.38</u></b>	

#### List of Receipts between 01/07/2016 and 28/07/2016

Date	Payer	Sum	Receipt Description
04/07/2016	Rotherfield Millennium Green	£30.00	Cont. toward dog bins
04/07/2016	Parishioners	£40.00	Repair costs for bench
04/07/2016	East Sussex County Council	£750.00	Rent for Pre School
07/07/2016	Rotherfield Allotment Assn.	£1,000.00	Annual rent
18/07/2016	Mr. P. Chichester	<u>£950.00</u>	Ashes interment fee 1227
<b>Total Receipts</b>			<b><u>£2,700.00</u></b>

#### 4. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- St Cheron En Bref – No. 328.
- Clerks and Councils Direct – July 2016 issue.
- The Clerk Magazine – July 2016
- Santander – Confirmation that the Financial Services Compensation Scheme covers up to £75K per depositor per bank.
- Letter of thanks from Friendship Club for recent grant.

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- Letter from Parishioners raising concerns at matters arising from the conduct of the 19th July Planning and Building Committee meeting, and Council's response. These letters were read to the meeting by the Clerk.

#### **5. TO RECEIVE INSPECTION BOOK & REPORTS**

These were presented to the Chairman and signed. No issues causing concern or requiring action were noted and no issues have been raised by Parishioners.

#### **6. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.**

- 2<sup>nd</sup> August – Recreation and Burial Committee.
- 9<sup>th</sup> August – Planning and Building Committee.
- 25<sup>th</sup> August – Monthly Council Meeting.
- 30<sup>th</sup> August – Planning and Building Committee.

All of these meetings start at 19:30 and will be held in the Parish Council Room at Rotherfield Village Hall.

#### **7. REPORT DETAILS OF ITEMS AND ISSUES NOTIFIED TO CLERK IN ADVANCE OF THE MEETING FOR INVESTIGATION, FURTHER ACTION OR FOR FUTURE AGENDA**

##### **Items for Magazine.**

Cllr. Hardy reported that, as an Editor was still being sought, it is uncertain whether an August issue will appear.

##### **Reports from Councillors regarding meetings attended on behalf of the Council:**

- Cllr. Watts had attended a meeting at Sussex Police HQ regarding local policing; presentation from meeting has been circulated to the Councillors. Attendance by representatives of other Councils was reported as low.
- Cllr. Watson-Smith attended a meeting re: future of Mark Cross Village Hall and Church. The old Village Hall has been sold and will be redeveloped as a residence, subject to planning approval. There are plans for the Church to be transformed into a Church and Community Hall, these using funds from the Hall sale that will be matched by the Diocese. Conversion will cost in order of £180K to create facilities for the Community with meeting room, kitchen and toilet. The aim is to generate more use of the building. He reported a good attendance of 32 members of the Mark Cross Community at this meeting.
- Sports Club AGM. Cllr. Gilbert attended and reported that the Sports Club has expressed its grateful thanks for the support of the Council.
- Cllr. Gilbert attended Millennium Green meeting. Reported that it is wished that the Green were not too zealously promoted as a destination for dog walking.
- Chair had recently visited Rotherfield School to present prizes for the "dog poo poster" competition.

##### **Other items raised.**

- Cllr. Kitchenham reported Pot holes have been "sprayed" in Catt's Hill, those outside Primrose Cottage and Blue Cedar have not,  
ACTION for CLERK to investigate and report to Highways.

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- Public attendance and speaking at meetings. ACTION for CLERK to make enquiries re: recording names of public attendees. Councillors are to wear their name badges please at meetings to assist public identification.
- Issue of lack of dropped kerbs in the Village had been raised by a mobility scooter user. This was raised at the recent SLR and Cllr. Whetstone (ESCC) was to pursue with Highway. Clerk has requested update from him. Also suggests that an "Accessibility Working Group" be formed, perhaps with involvement of Rotherfield St Martin and Parishioners affected, to investigate such issues in the Parish and possible solutions.  
ACTION for CLERK to add item to Agenda of 13th September's HL&T Committee meeting.

The Chairman declared the formal business of the meeting closed at 22:10

**8. PUBLIC FORUM**

None.

**Confirmed as a true record at the 25<sup>th</sup> August 2016 meeting of the Council**

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