



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 THURSDAY 24TH NOVEMBER 2016 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL**

COUNCILLORS PRESENT

Cllr. D. Thomas (Chair)	Cllr. L. Henrick	Cllr. J. Richardson
Cllr. R. Harris (Vice Chair)	Cllr. J. Kitchenham	Cllr. G. Watson Smith
Cllr. T. Gilbert	Cllr. A. Martin	Cllr. N. Wickenden

COUNCILLORS ABSENT

None

ALSO PRESENT

The Parish Clerk, Trevor Thorpe. Cllr. Dixon (WDC) and Cllr. Standley (ESSC).

1. TO RECEIVE THE FOLLOWING: -

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

These were submitted by Cllrs. Watts, Hardy, Hiles and Cahan; also Cllr. F. Whetstone (ESSC).

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.

Key points from Cllr. Standley's report were as follows: -

- Cabinet had recently received a report regarding broadband in the County. In 2012 3% of the County's broadband was "Superfast" (defined as 24mbps) – currently the figure is 96%, it is acknowledged that the remaining 4% needs to be addressed. Due to income derived by the broadband providers from the improvements work to complete the task of implementation would be borne by them and not County. It is acknowledged that poor mobile phone signal also remains an issue in some areas.
- Adult Social. Efforts continue to improve the link between this service provided by County, and the NHS so that the support provided allows the recipients receive the care they require.
- The organiser of the petition regarding speeding issues in the Village has spoken to Cllr. Standley. The next scheduled Full County Council meeting is not until February, the December meeting has been cancelled. Cllr. Standley is investigating the best way of presenting this to County and will update the Parishioner and Cllrs. Kitchenham and Martin.
- Cllr. Standley advised that the issues regarding the cost of the slip road closure at Mark Cross have been passed to Cllr. Whetstone to investigate as it falls within his part of the Parish.

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

- Boundaries Commission report – Wealden DC have proposed that the new Wealden Parliamentary Constituency had been amended slightly to include Mayfield and Five Ashes. The proposed boundary will embrace Crowborough, Mayfield, Wadhurst, Rotherfield, Withyham, Frant in East Sussex and cross the County boundary into Kent as far as Tenterden.
- Wealden District Council's Small Grant scheme – reminder that the deadline is the end of this month.
- Planning issues. Is aware of two applications, which are currently outstanding in the Parish.
- Housing benefits. Around 6K received these benefits in Wealden, estimated that the impending Benefits Cap. will affect 124. Whilst numerically a small number it was acknowledged that it was an issue for those affected.
- Council Budget. Within budget but uncertainty regarding future funding. Any increase in the WDC Precept will be within the 2% Government limit.

St Denys' Church had approached Cllr. Kitchenham regarding their wall. Cllr. Dixon is aware of the issue and is speaking with the WDC Estate's Department. The Churchyard is a "Closed" one with maintenance the responsibility of WDC.

Cllr. Watson-Smith enquired as to whether the drainage work at Frant had been dealt with as part of the recent carriageway construction. Cllr. Standley expressed frustration that, although the drains in question had been cleaned, the rebuilding work required had not taken place and recent rainfall showed that the problem still existed at this location.

d) Minutes of the Council Meeting held on 27th October 2016.

Draft minutes have been circulated to the Councillors in advance of this meeting. It was RESOLVED that these minutes be adopted as a true record of the meeting and they were signed by the Chairman.

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

Agree meeting frequency for 2017 and consider possible alternative venues within the Parish.

Cllr. Hardy reported that, due to building work at Mark Cross School, it would be unavailable for use as a meeting venue until the second quarter of 2017. Clerk reported that the January Council meeting would require relocation, as the room is booked. **ACTION** for **CLERK** to book Scout and Community Youth Hall for this meeting.

Bookings confirmed by Scouts, Schedule of 2017 meetings to be circulated towards end of year. COMPLETED

Appointment of additional signatories for the Council's bank accounts.

ACTION for **Cllr. Martin** and **Henrick** to complete application form and pass to Clerk with additional id information required by our bank so that details may be checked and forms submitted.

Cllrs. Martin and Henrick will forward part completed forms to Clerk so that Council's bank details may then be added. They will then take the forms and the id items required to the local Santander Branch.

Cllrs. Henrick and Martin are still completing the formalities required by the Council's bank.

**ITEMS FROM THE 27TH OCTOBER 2016 COUNCIL MEETING
NUMBERS REFER TO THE AGENDA OF THAT MEETING SECTION 3**

i. Adoption of revised policies, terms of reference and other governance documents.

The offer from Cllr. Henrick to assist the Chair with the review of Standing Orders and Financial Regulations was accepted. **RESOLVED** to carry forward this item to the January agenda. **ACTION** for **CLERK** to add item to January agenda and forward the "model" versions of these two documents to Cllrs. Henrick and the Chair to assist with the review

Added to January agenda COMPLETED

vi. Purchase of laminator and replacement PC for Clerk.

Clerk reported that there was an item on the agenda of the forthcoming Communications and Media Committee meeting for purchase of "tablets" for the Chair and Vice of the Planning and Committee. This will eliminate the need for Clerk to provide paper copies of documents associated with applications.

RESOLVED the following **ACTIONS**: -

Cllr. Hardy to obtain quotes for a "package" of a PC and two "tablets" for purchase by the Council, and that Clerk purchased a laminator for the Council. Total expenditure of £1K to be allowed for these items. Clerk requested that "tablets" be Android based.

UPDATE: Laminator purchased, item on this agenda for decision on quote for PC and 2 x laptops.

vii. Quotes for tree work in the Recreation Ground.

RESOLVED to accept the quote of £1030 from T.C. Woodgate to reduce Oak Tree and Maple Tree near Clubhouse in Recreation Ground. **ACTION** for **CLERK** to advise contractor.

Contractor advised, work provisionally scheduled for end of January. Sports Club have been made aware that access via the pitch will be required to bring in a "chipper".

viii. Realignment of ashes memorial slabs in Parish Cemetery.

Cllr. Harris reported that several of these required realigning to preserve the tidy appearance of this area.

RESOLVED ACTION for Cllr. Harris to provide list of slabs requiring action so that **CLERK** my contact owners to advise them of the proposed work and reasons for undertaking it.

Details have been provided, Clerk will contact the plot holders affected.

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

Annual Tree Survey. CLERK to forward papers for this to Cllrs. Wickenden and Martin so that they may undertake this survey.

UPDATE PLEASE FROM CLLRS. WICKENDEN AND MARTIN

2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF OCTOBER 2016, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND APPROVE PAYMENTS.

It was **RESOLVED** that the bank reconciliation be approved and that the following payments be made:-

PAYMENTS AUTHORISED AT THE NOVEMBER 24TH COUNCIL MEETING

Payee Name	Chq. No.	Transaction Detail	Amount	Authorisation Ref.
Trevor Thorpe	802233	November salary	£1,535.02	
H M R C	802234	Tax & NI November	£498.49	
William J. Clark	802235	Hedge and grass cutting	£348.00	
Rotherfield Sports Club	802236	November grass cutting	£325.00	
Rotherfield Village Hall	802237	Meeting room hire October	£24.00	
T.C. Woodgate	802238	Cutting bamboo by Clubhouse	£230.00	4.1 Financial Regs.
Newton and Frost Fencing Ltd	802239	Eridge Forstal bus shelter	£1,240.69	
East Sussex Highways	802240	New lantern 76 Court Meadow	£518.30	4.1 Financial Regs.
SSALC Ltd	802241	Planning update course	£66.00	
Teambase	802242	Stationery	£113.90	
Phil Ireland	802244	November sweeping/litter	£192.78	
The Computer Studio	802246	PC, Tablets and Office 365	£1,060.80	PCM October
Trevor Thorpe	802247	Expenses/reimbursements	£141.67	
HM Land Registry fees	DD	Search fee	£6.00	
Total			£6,300.65	

RECEIPTS FOR PERIOD 1ST - 24TH NOVEMBER

Payer Name	Transaction Detail	Amount
Rotherfield Millennium Green	Dog bin emptying cost contribution	£30.00
Santander Bank	Deposit account interest October	£14.42
Total		£44.42

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

i. Information regarding the May 2017 visit from St Chéron, and request from Twinning Association for financial support for this event.

Information regarding the planned timetable for this visit, together with the itinerary of the day visit to London, was circulated to Councillors in advance of the meeting. It was RESOLVED to grant the sum of £200 to the Association toward the guided tours in London which will form part of the hospitality extended to our "twin" community and that the Association be asked to provide a report of the visit so that their profile may be raised within the Parish and new members encourage. **ACTION** for **CLERK** to advise Association and note sum for inclusion in 2017/18 Grant budget.

ii. Quote for purchase of the following items for the Council's use

- a) New Personal Computer.
- b) Two "tablets" for use by the Chair and Vice Chair of the Planning and Building Committee.
- c) Office 365 Software for the two tablets, PC, Clerk's meeting laptop and laptop for use with the Speed Indicating Device.

Quote circulated totalling £884.00 (Plus VAT) from the Computer Studio

Quote circulated prior to meeting, items are available for immediate delivery. Clerk has also ordered an office standard combined Brother colour printer/scanner/copier £209.99 (Vat included) to replace the monochrome printer currently leased from Konica;
RESOLVED to agree expenditure as detailed above, **ACTION** for **CLERK** to deal with above arrangements.

iii. Quotes for installation of bollards in North Street outside the Memorial Institute, a dropped kerb by “Copper Kettle” and a post for SID outside Highgate Flats.

Quotes circulated prior to meeting from Coppard and Newton and Frost

a) Dropped kerb/crossover.

£1350 quote from Coppard for this work, £1500 quote received from Drive-Tech, both including traffic management cost but are ex. VAT. Cllr. Martin is to speak with Coppard to ensure that quote is for work required which is to drop kerb setts and brick pavement, thus ensuring that appearance of the kerb matches the existing pavement in the Conservation Area.

RESOLVED that **Cllr. Martin** review both quotes to ensure they comply with our required specification and accept lowest quote if pre VAT cost is £1500 or lower.

ACTION for **CLLR. MARTIN** as above.

b) Post for Speed Indicating Device on verge by Highgate Flats.

Cllr. Martin suggested that as post cost was £58 plus VAT the Council purchased it themselves with Cllrs. Martin and Harris dealing with the installation and billing Council.

RESOLVED that **Cllrs. Martin** and **Harris** undertake the purchase and installation of the the post and invoice Council for the work as this will cost considerably less than using local Contractor for this small project.

c) Bollards in pavement by Memorial Institute to protect the reinstalled porch.

ESCC will currently only licence “Vergemaster” posts rather than the preferred “Manchester” flexible bollards, both from Glasdon. It is considered that the Manchester bollard will offer better protection and offer a more appropriate appearance in the Conservation Area. Concern that insurers funding reinstallation of porch will not be satisfied with the protection offered by a less substantial bollard and this had been raised with an ESCC Officer on a recent site visit.

RESOLVED that **Cllr. Martin** discuss the matter further with ESCC to encourage the licencing of the Manchester bollards. **CLLR. MARTIN** to arrange with **CLERK** re: addition of item to agenda of future meeting to report progress and agree further action.

iv. Council’s response to letters from pupils of Rotherfield Primary School re: traffic concerns in the community.

Letters have been sent to the Council from Year 6 pupils at the school. Key issues expressed by the letters are as follows:-

- Vehicle speeds in the Village and suggestion of 20mph limit by School and in the Square.
- Provision of safe crossing point in the village centre near the church.
- Inconsiderate parking hindering pedestrians.

RESOLVED scans of letters are sent to Parish Councillors, Cllr. Standley also requested that copies be sent to him. **ACTION** for **CLLR. MARTIN** and **CHAIR** to

draft response to the concerns for communicating to the School by the end of this term, also advise that actions have been agreed by ESCC regarding prohibiting large vehicles from passing through the Village.

4. RECEIVE AND ADOPT COMMITTEE MEETINGS MINUTES & MATTERS ARISING.

- 1st November 2016 - Planning and Building Committee. Draft minutes circulated to Councillors.
- 8th November 2016 – Highways Lighting and Transport Committee meeting including agreement of Budget and Precept for 2016/17. Draft minutes circulated to Councillors.
- 15th November 2016 – Communication and Social Media Committee meeting including agreement of Budget and Precept for 2016/17. Draft minutes not yet circulated to Councillors.
- 22nd November 2016 - Planning and Building Committee. Draft minutes circulated to Councillors.

Draft minutes of these meetings have been circulated in advance to the Councillors. It was **RESOLVED** to note and approve the acts and proceedings of these meetings and confirm recommendations contained therein and, as far as requisite, the action taken by them.

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

a) Other committees and sub-committees.

Land Acquisition Advisory Group. Minutes of the 1st November meeting of this group had been circulated and the action points agreed considered at the 8th November meeting of the Highways Lighting and Transport Committee. Cllr. Henrick had attended the recent meeting of the Millennium Green Trust as the Parish Council's representative and reported that the Trust was intending to pursue registration of the land adjacent to the Station Road Car Park in their name and for their use. If they are successful, Parish Council will approach the Trust to seek agreement regarding use of part of the area for additional parking for the community as it is considered that this is the best opportunity for providing this; other sites will continue to be investigated. This meeting hoped that the Trust's efforts would prove successful.

b) Meetings attended on behalf of the Parish Council.

- Cllr. Gilbert reported that this month's Village Hall meeting had been cancelled.
- Cllr. Watson-Smith had attended a Planning and Building update at Battle; presentations from the meeting have been circulated to the Councillors.
- Cllrs. Thomas, Wickenden, Harris and Kitchenham had all attended the Rotherfield Remembrance Sunday service.

c) Clerk's updates and issues.

- Clerk will be taking his final three days' holiday for this year on 28th – 30th December.
- Several training courses are on the horizon, including a free Social Media Course at County Hall. Clerk has offered to forego attendance in favour of Cllr. Kitchenham.
- Chair and Cllr. Henrick are to review Financial Regulations in conjunction with Clerk with additional input from Internal Auditors with a view to enabling faster decision making regarding decision making. Clerk will enquire of other local Councils regarding the limits they have for delegated spending and invited questions for referral to the Internal Auditors.

d) Items for next Parish Magazine column.

Future plans and progress on tidying of Old Burial Ground.

6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- SLCC Clerk Magazine November 2016.

- CPRE Sussex News Autumn/Winter 2016.
- War Memorials Trust Bulletin November 2016.
- Clerks and Councils Direct November 2016.

7. TO RECEIVE INSPECTION BOOK & REPORTS

These were presented to the Chairman for inspection and signature. No issues of concern have been noted or passed to the Council by residents.

8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 6th Finance and General Purpose Committee – Combined Budget and Precept for 2017/18.
- 13th Planning and Building Committee.
- 20th Recreation and Burial Committee.
- 22nd Monthly Council Meeting and Planning Committee.

All of these meetings will be held in the Parish Council Room, Rotherfield Village Hall, commencing at 19:30. Chair advised that after the 22nd December meeting there would be drinks and light refreshments to which partners are invited.

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

- Speed camera warning signs – Cllr. Martin will investigate source for these and liaise with Clerk regarding order within Financial Regs. 4.1.
- Cllr. Kitchenham raised concerns that leaves being swept up were then being deposited in the Highway and then blocking gullies and drains – is there a section of a Highways Act that covers this matter?
- Cllr. Richardson reported on the proposed “Cottage Hospice” in Five Ashes, which is intended to provide more local respite day care for those in need of Hospice facilities. Any local queries on this proposed facility are recommended to be directed to Hospice in the Weald.
- Cllr. Harris reminded Councillors that the Christmas Lights are to be lit at 19:30 on Sunday 27th.
- Clerk recommended that a sign be provided to reinforce that the erstwhile “Scout Hut” is now known as the “Scout and Youth Community Hall” after its extensive rebuild. Cllr. Thomas will discuss provision and style of sign with the Scouts and David Peacock, sign will be funded from Chairman’s allowance.

The Chairman declared the formal business of the meeting closed at 21:55

10. PUBLIC FORUM.

None.

Confirmed as a true record at the 22nd December 2016 meeting of the Parish Council.

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