



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 27TH OCTOBER 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. D. Hiles	Cllr. L. Watts
Cllr. A. Hardy	Cllr. A. Martin	Cllr. N. Wickenden

COUNCILLORS ABSENT

None.

ALSO PRESENT

The Parish Clerk, Trevor Thorpe, Cllr. R. Standley (ESCC) and one member of the public.

1. TO RECEIVE THE FOLLOWING:-

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

These were submitted by Cllr. Cahan, Cllr. Dixon (WDC) and Cllr. Whetstone (ESCC).

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) reported the following:-

- Had attended a seminar hosted by the new East Sussex Highways Contractor.
- Communication improvements had been a key topic of this seminar.
- Shortly after the seminar he had been made aware of the now ongoing roadworks at Frant. He was disappointed at the very short notice of the closure of this major route affecting several Parishes, and has raised concerns regarding the impact on businesses and residents.
- Has managed to get some drainage work previously raised with Highways included in the programme of works, thus avoiding the current repairs being dug up again in the near future.
- Hopes that lessons will be learned by the new contractors of the need to give far greater notice regarding works of this nature.
- New speed limits on A267 at Argos Hill (Mayfield Parish) and on the B2101 High Cross. Pleased to advise that the works order is now ready for signature so that the work can proceed.
- ESCC have accepted 4 year funding deal from Government. Finance will continue to be "challenging" over the next few years.

Cllr. Watts expressed frustration at the poor communication of the Frant closure, she had found out via Facebook. Cllr. Standley agreed that there was a negative impact

on local businesses, some changes had been made to the schedule and he will advise if the suspension of the work over the weekend will include the road being open. Highways Officers had been made aware of his frustration at the short notice for the work that he considers should have been advised months rather than days in advance.

d) Minutes of the Council Meeting held on 29th September 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.

i. Formation of a “Working Group” to identify & make recommendations re Parish “Conservation Verges”.

RESOLVED the following:-

- **Cllr. Watson-Smith's** offer to be responsible for reviewing areas of the Parish and recommending those considered worthy of nominating to ESCC for “Wildlife Verge” status was accepted.

- **Cllr. Martin** is to please clear the Brambles from the verge in question at Mark Cross.

ACTIONS

Cllrs. Watson Smith and Martin to actions as above.

Cllr. Thomas to forward photographs and other information of flowers growing on the Mark Cross verge in question.

Cllr. Watson Smith reported that he had registered with ESCC regarding this. Chair is to send of photos of various verges in the Parish to be considered as candidates for this status. Inspection is to take place in the Spring when the verges are in bloom. Cllr. Martin has cut the verge at Mark Cross as requested.

ii. Report from Cllr. Watts re: “Village Gateways” for Mark Cross. Agree further action.

ACTIONS. Cllr. Watts to advise Clerk when information is available so that item may be discussed and action agreed at a future meeting.

Cllr. Watts to please advise when information is to hand to report to Councillors.

iii. Street sweeping and litter picking. Agree final updated list of duties and responsibilities.

ACTIONS

Clerk to send Contractor copy of above document and ensure that it is signed and returned by him or his substitute prior to his departure; insurance details to be checked and confirmed to Councillors that they provide valid cover for public liability of £10m for those undertaking this work as contractors for the Council.

Clerk confirms that the confirmation re: Public Liability Insurance details for this work are now held. Substitute sweeper has signed copy of litter picking duties and responsibilities and Cllr. Hardy has delivered the signed copy of the cutting and conditions list to the Clerk.

v. **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 will require relocation as the room is booked; **ACTION** for **CLERK** to book Scout and Community Youth Hall for this meeting.

vi. **Christmas Lights. Agree arrangements for installation and "light up date".**

Clerk has forwarded licence application form for the installation and chased installer for his current insurance details which ESCC require.

vii. **Consider publication of a Parish Council newsletter in 2016.**

ACTIONS for **Committee Chairs** to prepare reports and submit to the Communications and Social Media Committee by end of October. **Clerk** to add to October agenda.

Item on this agenda to discuss.

viii. **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.

ix. **Consider Council's response to the Department for Communities and Local Government (DCLG) consultation containing proposals regarding council tax referendum principles for Parish Councils.**

ACTION for **CLERK** to determine expiry date for response to the Consultation, and pass to Chair and Vice Chair.

Unfortunately the deadline for responding to this is 28th October and a response will therefore not be submitted.

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

Clerks report and recommendations from half year budget review.

Details of current position including Clerk's recommendation that review of Budget headings be included in the review of Recreation and Burial budget agreed at their recent Committee Meeting, and that final adjustments to the budgets are to be considered at the 6th December Finance and General Purpose Committee meeting. **RESOLVED** that recommendation accepted, **CLERK** to add item to agenda of the F & G P meeting, also contact software provider to establish how best to use our accounts package to properly record expenditure on items from capital accounts.

Budget reports and details of bank reconciliations have been provided to the Councillors prior to this meeting and it was **RESOLVED** that they be approved, also that the following payments be made:-

those who attend meetings and to also respect that others may have differing viewpoints which are of value.

Item b) Council are to revisit the scope, activities and responsibilities of this role and a sub group of the Finance and General Purpose Committee will be elected at its next meeting on December 6th. **ACTION** for **CLERK** to add to the agenda of this meeting.

Item c) This is covered by the resolution in respect of item a).

iv. Presentation of War Memorial Project Outline document to the Council for approval.

This item was dealt with as first on the agenda as a representative of the British Legion was present. The Chairman allowed two minutes to address the meeting:-

Two questions were posed by him:-

- How did the project start?
- Why was the proposed site not within the Church grounds.

Cllr Hardy answered the second point by advising that the Church body responsible, the Diocese Advisory Committee, would not sanction further memorials in the Church wall or Churchyard. The Chairman reported that the location in Court Meadow Green had been chosen as it is land owned by the Parish Council and a suitable location for a secular memorial and gathering point for Village groups on Remembrance Day; it also was also close to the Church . Project had been initiated after an approach to the Council by Parishioners.

The Chairman has provided a project plan with control points, which forms a supplement to these minutes. Funding was to come primarily to come from individual and group donations, and grants. Aim is to gain planning permission from WDC by end of March 2017 with the possibility of installation by November 2017.

v. 2016 Parish Newsletter. Submission of Committee reports and agree arrangements for printing and distribution within the Parish.

Cllr Henrick reported that she had received the reports in respect of the Highways, Lighting and Transport, and Recreation and Burial Committees. Still outstanding are reports from the Chairman and the Communications and Media Committee. Newsletter will be added to website with link to Facebook. 100 copies to be printed and shared between "The Courtyard", St Denys' Church and the Mark Cross Centre. Target date for publication of both digital and paper copies of the Newsletter is end of November.

ACTION for **CHAIR** to provide report for Cllr. Henrick by November 4th.

ACTION for **CLERK** to forward Planning and Building Committee meeting statistics to Cllr. Henrick for inclusion.

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.

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.

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.

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

- 11th October 2016 - Planning and Building Committee
- 18th October 2016 – Recreation and Burial Committee meeting including agreement of Budger and Precept for 2016/17.

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.

None.

b) Meetings attended on behalf of the Parish Council.

- War Memorial Project – Discussed under item iv) of this agenda.
- Village Hall Committee. Cllr. Gilbert reported the following:-
- Committee made aware of the Council's plans to install a barrier to protect the bin access route, and to extend the adjacent disabled parking bay.
- Concerns raised with the Committee regarding the low level of lighting to the rear of the Hall.
- Raise the Roof Project. Clerk confirmed that he is seeking Solicitor's advice regarding the ownership status of the building and hopes to send enquiry and associated documents to our Solicitor during the course of the following week.

c) Clerk's updates and issues.

Nothing to report.

d) Items for next Parish Magazine column.

Items to Cllr. Henrick by November 15th please. Cllr. Hardy reported that no permanent Editor had been found for this. It is intended to continue publication up to and including the December editor and if no volunteer is forthcoming to edit future editions publication will cease.

6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- i. Wealden DC – Review of Polling Stations and Polling Places
- ii. Local Government Boundary Commission – Final recommendations on the new Electoral Arrangements for WDC.
- iii. Local Government Boundary Commission – Final recommendations on the new Electoral Arrangements for ESCC
- iv. English Woodlands – Nursery Catalogue.
- v. Wealdlink – Information regarding services and subsidy for 2017/18
- vi. Sussex Countryside Trust – Appeal for funds.
- vii. Uckfield Railway Line Parishes Committee – 14th September meeting minutes and 9th November meeting agenda.
- viii. SSALC – Request for strategic topics for raising at the forthcoming meeting with the Sussex Chief Constable.

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.

- 1st Planning and Building Committee, including precept.
- 8th Highways, Lighting and Transport Committee, including precept.
- 15th Communications and Social Media Committee.
- 22nd Planning and Building Committee.
- 24th Monthly Council Meeting.

All of these meetings will be held in the Parish Council Room, Rotherfield Village Hall, commencing 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.

- Neighbourhood Watch. At the suggestion of Cllr. Watson Smith and item is to be added to the agenda of the forthcoming Highways Committee meeting to discuss formation of a Group in the Parish. **CLERK** to add to this agenda.
- Lighting to the rear of the Village Hall. Cllrs. Kitchenham and Richardson also expressed concerns at the lack of this for both security and personal safety. **CLERK** to add item to the agenda of the November Council meeting.
- On behalf of St. Denys' Church Cllr. Hardy invited a member of the Council to give a reading at the Church's Christmas Service on December 18th at 18:00. Cllr. Harris volunteered to undertake this.
- Annual Tree Survey. **CLERK** to forward papers for this to Cllrs. Wickenden and Martin so that they may undertake this survey.
- **CLERK** to contact local funeral director to raise concern at the surface damage caused by their stonemasons when a new headstone was installed on a recently dug grave.
- Clerk recommended Councillors that they viewed the article in the "Times of Tunbridge Wells" regarding the petition raised by Parishioners in respect of vehicle issues through the Village, also subsequent views expressed on the matter via Facebook.
- Drinking fountain. Clerk has cleaned debris and soil from the basin and cleared the drain hole as best as he could. Cllr. Hardy will request that weeds are cleared from base of wall by the Church.
- Frant roadworks. Clerk has spoken with ESCC Highways who advise that the work is on schedule.

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

10. PUBLIC FORUM.

None.

Confirmed as a true record at the 24th November 2016 meeting of the Parish Council.

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