



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

**MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD ON 27<sup>TH</sup> JUNE 2019 AT 19:30  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

**COUNCILLORS PRESENT**

Cllr. R. Harris  
Cllr. L. Henrick

Cllr. D. Hiles  
Cllr. A. Martin  
Cllr. A. Moore from 19:40

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

**COUNCILLORS ABSENT**

None.

**ALSO PRESENT**

T. Thorpe, Parish Clerk, Cllr. Robert Standley (ESCC), Cllr. Phil Dixon (WDC), Cllr. Keith Obbard (WDC) and three candidates for co-option to fill the vacancies on the Parish Council.

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

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

Cllr. N. Glynn, Cllr. J. Kitchenham and Cllr. F. Whetstone (ESCC).

It was **RESOLVED** that the absences of Cllrs. Glynn and Kitchenham be approved.

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

Cllr. Martin declared a personal interest in item 3iii as he administers the CCTV monitoring.

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

The key points of Cllr. Standley's report were as follows: -

- The Monitoring report on ESCC for last year was "Good".
- The budget balanced with a small surplus, in relative terms, of £8m on a £375m budget; this had been allocated to reserves.
- Of the Council's 59 targets 80% were met.
- Overspends were in Adult Social Care and Children's Services.
- £12m is required to be saved from next year's budget.
- Kings Arms. Highways are investigating options to further deter long vehicles passing through the Village. Parish Council's suggestions for these will be sent to Highways next week and copied to Cllr. Standley.

Cllr. Obbard introduced himself as the new Wealden District Councillor for Withyham which, due to boundary changes, now includes Eridge and Mark Cross in Rotherfield Parish. He is still learning in his new role and acknowledged the help of the Council's officers and his fellow Council Members with this.

The key points of Cllr. Dixon's report were as follows: -

- Little more to report from the May meeting regarding the Wealden Local Plan. Additional work is to be being undertaken by the Inspector on the Ashdown Forest and the Habitat Regulations Assessment (HRA) at the end of July.
- Waste Collections. New contractors take over these on July 1<sup>st</sup>. Additional resources had been dedicated to deal with phone calls relating to the new garden waste collection process. Those not wishing to use the new service should put their bins out for permanent removal.

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

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- Glass waste will now be put in the general waste bins rather than in to a separate bin as currently the case
- Tetra packs should now be placed in the general waste bin as their composite nature means that they cannot be effectively be recycled.
- Cllr. Dixon is the Wealden representative to the High Weald AONB. There is an event in Crowborough next week regarding this and the Parish Council Chair is attending. **CLERK** is to investigate the AONB Design Guide and circulate to Councillors.
- Wealden are trying to form a group of vineyard owners of which there a number in the District, with four in the Parish.
- The Chair enquired regarding the ultimate destination of recyclable waste, particularly plastic. Cllr. Dixon acknowledged that there was in issue with the “audit trail” of such waste once it had left Wealden. Cllr. Standley assisted with the reply as he is a member of the Joint Waste Committee of East Sussex local authorities. He advised the new contractor will be expected to provide confirmation that the waste is genuinely recycled. Cllr. Dixon’s view is that the waste should be retained and recycled in the UK.
- Clerk enquired of Cllr. Dixon regarding the manure waste issue affecting a right of way in Limekiln Forest. Cllr. Dixon has tried to contact the officer dealing with this, Clerk advised that he had spoken to the officer earlier, also the managers of the woodland. They again reassured that the intention is for the waste to be removed, contractor had visited last week, had not realised amount involved, and will return with a larger truck and digger to remove.

**d) Minutes of the Parish Council meeting held on 30<sup>th</sup> May 2019 for approval as a true record.**

Draft minutes have been circulated to Councillors in advance of the meeting. It was noted that the details of the representatives to the Parish School were incorrect. The intention is for Cllr. Moore to be the representative for Mark Cross School and Cllr. Richardson to fill the same role for Rotherfield School; these details had been erroneously transposed in the May minutes.

It was **RESOLVED** that, with the above correction to the minutes initialled by the Chair, they be adopted as a true record and signed by him.

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

- Adoption of telephone kiosk in the Square. BT have acknowledged receipt of the paperwork relating to this. They are arranging removal of the equipment therein.
- Review of Council’s financial reserves. See also item 3ii below. The auditor’s report found that the reserves of 50% of precept as adjusted for local conditions would be reasonable, this being circa £60,000 for Rotherfield. He believed general reserves are reasonable and properly reported on
- Rotherfield Surgery.
  - Two further quotes have been requested for the repairs and improvements to the car park, one response so far received with another contractor visiting tomorrow to review and quote.
  - The grass and hedge cutting around the site has commenced.
  - The boiler replacement work has now commenced and will be completed at the beginning of next week.

**2. TO RECEIVE AND APROVE BANK RECONCILIATION AS AT END OF MAY 2019, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND NOTE OR AUTHORISE PAYMENTS.**

Details of the reports and payments have been made available to the Councillors prior to the meeting. Chair and Vice Chair have reviewed reports and it was **RESOLVED** that the reconciliation and budget reports, and the payments listed below, be **APPROVED**.

**Payments**

**Clerk:** Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ  
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Payee	Amount	Transaction Detail
Kent & Sussex Air Ambulance	£250.00	Grant - detail omitted from May payment list
Rotherfield Village Hall	£98.40	May hall hire costs
SSALC Ltd	£168.00	Planning training course
The Computer Studio	£12.00	Charger for tablet
Forest Row Parish Council	£144.00	Community warden costs
Satswana Ltd	£180.00	DPO support services sub.
Wealden District Council	£300.00	1 Apr - 30 Jun Dog bins
SSALC Ltd	£84.00	New Councillor briefing
Teambase	£78.53	Stationery
Mulberry & Co	£122.04	Internal Audit - Year End
Adam Hardy	£319.16	Admin. support for June
Trevor Thorpe	£37.40	Expenses non VAT
Trevor Thorpe	£19.98	Reimbursements
HMRC	£480.68	June Tax & N I
Trevor Thorpe	£1,593.67	June salary
The Computer Studio	£873.36	Office 365 annual charge
William J Clark	£120.00	Cemetery and Highways flailing
Tollwood Garden Service	£1,594.00	Grass cutting/groundwork
Phil Ireland	£454.24	Litter picking/street sweeping
Dual Energy Direct Ltd.	£347.54	Surgery electric bill
Total Gas & Power Ltd.	£289.99	Surgery Gas bill
Rotherfield Surgery	£958.97	Reimbursement of bills for cleaning and alarm service

**TOTAL** £8,525.96

#### Receipts

Payer	Amount	Transaction Detail
Burslem	£700.00	Memorial fee P32
Dignity Funerals Ltd	£170.00	Grant of Right for Memorial P5
Tester and Jones Ltd	£140.00	Memorial fee AP 112
Tester and Jones Ltd	£489.00	AP112 Fees

**TOTAL** £1,499.00

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

#### i. Co-option of new Councillors to fill vacancies arising from May Election.

The application forms submitted by the candidates had been passed to the Councillors in advance of the meeting. Each candidate addressed the meeting and they, and the other non-Parish Councillors present, withdrew whilst the applications were discussed.

It was **RESOLVED** that Lucy Buck, Peter Kember and Kate Rignall be co-opted to fill the three vacancies on the Parish Council. Cllrs. Buck and Kember are to represent Mark Cross Ward, Cllr. Rignall will represent Rotherfield Ward. The current Councillors welcomed them to the Council and introduced themselves and there was a brief adjournment whilst the Clerk completed the paperwork required.

**CLERK** to update Council records and contact information available to the public.

#### ii. Receive Internal Auditor Report and matters requiring action; sign off Annual Return for dispatch to External Auditor.

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It was **RESOLVED** that the report be approved, signed and submitted to PKF, the External Auditor. Clerk advised that the lack of formal Risk Assessment Policy for financial risks had been noted by the Internal Auditor and remedial measures to be taken by the Council will be highlighted in the report submitted to PKF.

**CLERK** to dispatch documents and display the public notices on our noticeboard and website to meet the July 1<sup>st</sup> deadline. Also to ensure that a new Risk Assessment Policy is drafted, and item added to the agenda of the July Parish Council meeting, for consideration.

**iii. Review cost, effectiveness and continuation of CCTV monitoring of HGV's and the associated report process.**

Clerk summarised the process currently followed in identifying and reporting over length vehicles, and background was summarised for the benefit of the new Councillors. Provision of time and date will enable quicker identification of vehicles by the Council without the need to inspect the complete footage recorded daily. Update will be publicised in Parish Magazine, website and our social media to encourage reports from residents. Cllr. Martin has compiled details of suggested further measures to reinforce the length ban, these are to be forwarded to East Sussex Highways for their consideration.

It was **RESOLVED** that, in view of the time and staff costs involved with the current proactive approach, reports will in future be submitted on a reactive basis from information provided by residents.

**iv. Tidying of Eridge Station frontage.**

Adam Hardy has reported that Sharon Gray of the SCRPA advise that everything is in place for the Adopt a Station process and would like us to provide a date for the tidying up.

Suggestions for this include removal of dead weeds, installing hanging baskets, cleaning of window surrounds and repairs to noticeboards. Cllr. Glynn has expressed an interest in being involved in the project, any other Councillors wishing to become involved please advise the Chair.

**v. Measures to deal with vandalism issues in the Recreation Ground and installation of CCTV.**

Several incidents have occurred recently including breaking of panels in the football club "dugouts", glass pieces and dog mess on the slide and vandalism to items in the Pre-School "forest" area.

**RESOLVED** that **CLERK** contact organisations in the Rec to enquire if they would be willing to contribute toward installation of CCTV to monitor the area. Clerk also recommended that any incidents should be reported to Sussex Police so that there is a formal record; Pre School have reported the recent incident involving them. Also suggested that the Sussex Police's "Operation Blitz" be requested to include the area in its weekend "beat" if further issues arising. Cllr. Martin estimated cost of CCTV units on the Village Hall £5K, adding a link to CCTV on the Clubhouse would add further to the cost; detailed estimates can be provided once responses received regarding contributions from other groups.

**vi. Agree Council's response to the East Sussex County Council - Rights of Way Improvement Plan Review.**

Our footpath wardens, Cllrs. Watson-Smith and Wickenden, to please review and suggest comments on the Plan for consideration at a future meeting.

**vii. Use for the adopted telephone kiosk in Rotherfield Square.**

Councillors to consider options for this and pass to Cllr. Moore to be featured on the agenda of the next Communication and Social Media Committee meeting.

- viii. **Signature of direct debit mandates to pay gas and electric bills for Rotherfield Surgery.**  
**RESOLVED** that direct debit forms for Total Gas and Power (gas account) and Dual Energy (electricity account) be signed and sent to the companies.
- ix. **Clerk's report on banking arrangements and decision regarding new account.**  
Clerk has made no progress with Co-op who do not seem able to provide a suitable account for us to use for income and expenditure for the Surgery. Our Santander account is unsuitable for this purpose as there is no facility to make "on line" payments with more than one authoriser. **RESOLVED** that Clerk contact Barclays Bank at Crowborough to arrange account opening with them.
- x. **Review of Community Warden's duties.**  
**RESOLVED** that details of the Village areas which we wish him to focus are to be agreed in advance and featured on Social Media. His next scheduled visit to the Village is Saturday July 6<sup>th</sup> 12:00 – 16:00 and we wish him to be in the Village centre defined by Court Meadow, Recreation Ground and Johnson's Pond, and to use the new parking "calling cards" if appropriate. Cllr. Buck is to meet with him during his "beat".
- xi. **Arrangements during Clerk's holiday absence.**  
Clerk to discuss and agree these with Chair/Vice Chair and Adam Hardy. There is a Planning and Building Committee on the 2<sup>nd</sup> August, and a Communication and Social Media Committee meeting on the 20<sup>th</sup> for which advance arrangements will be required to ensure that agenda are issued within deadline. Adam Hardy will take minutes at the 25<sup>th</sup> July Council meeting, also produce and circulate draft.
- xii. **Payment of mileage and other expenses to the Administrator.**  
Cllr. Harris declared a personal interest in this matter as he is related to Adam Hardy.  
**RESOLVED** that he be paid the standard 45p per mile "tax free" travelling rate for occasions when he is required in the Parish.

#### **4. TO NOTE THE MINUTES OF COMMITTEES WHICH HAVE BEEN PUBLISHED SINCE THE PREVIOUS MEETING.**

- 27<sup>th</sup> May – Highways, lighting and transport committee.
- 11<sup>th</sup> June – Planning and Building Committee
- 11<sup>th</sup> June – Communications and Social Media Committee.

**RESOLVED** that the contents of these minutes be noted.

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

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

- Strengthening Local Relationships with East Sussex Highways. Highways were advised that a Council working group is to be formed to put together a proposal for a match funding application for speed awareness/traffic calming measures on the Village approaches. The next round for these applications to be submitted is in October. Cllr. Moore raised an issue regarding the ongoing roadworks at High Cross. A resident had informed her that signage was still in place for this, but the work had finished. Cllr. Moore was advised that road works and closure will be in place until the work is completed and that is scheduled to be in October.
- Village Fayre is to be held over the weekend of Saturday 13<sup>th</sup>/14<sup>th</sup> – Council will be present on the Saturday.
- Clerk advised that items for circulation on Social Media should be passed to him and he will publish on Twitter and our Facebook Page, also share with the Mark Cross Village and Rotherfield and Surrounding Area pages. Adam Hardy is investigating how postings

on our page can be made so they appear as being from "Rotherfield Parish Council" rather than from the Clerk personally.

- Rotherfield Surgery. Cllr. Henrick advised that work was now progressing with the new boiler for the Surgery planned to be installed in time for it to re-open on Tuesday.
- Chair and Vice Chair have attended a planning training session at Horam organised by SSALC.
- Clerk attended the Wealden Clerk's quarterly meeting at Heathfield. Interesting presentations were made by the ESCC Rights of Way team and Healthwatch; associated papers will be forwarded when received.

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

Hopes to concentrate on identifying and training Adam Hardy in areas for which he will be able to provide support for the Clerk such as managing planning correspondence from WDC and compiling the agenda for the Planning and Building Committee meetings.

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

- Introducing the new Councillors.
- HGV update and request for reports of "spotting".
- War Memorial railings.
- Boiler replacement and other Surgery works.
- South East Water roadworks and replacement bus arrangements.
- Community Warden "spotlight".

Please pass any further suggestions to the Clerk.

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

- CPRE - Membership renewal
- Rotherfield Village Hall - Notification of increase in Hall charges effective June 1st

Chair requested that the Clerk ensure that the details of the recent complaint email, and the Council's response, be circulated to the new Councillors, **CLERK** to action.

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

No items requiring urgent action were identified in these and they were signed by the Chair.

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

- July 2<sup>nd</sup> - Planning and Building Committee
- July 9<sup>th</sup> - Recreation and Burial Committee
- July 16<sup>th</sup> - Highways, Lighting and Transport Committee
- July 23<sup>rd</sup> - Planning and Building Committee
- July 25<sup>th</sup> - July Council meeting

The 16<sup>th</sup> July - Highways, Lighting and Transport Committee meeting will be held in the Mark Cross Community Centre starting at 19:30. All other meetings will be held in the Parish Council Room, Rotherfield Village Hall, 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. Wickenden wished an item added to the agenda of the 16<sup>th</sup> July Highways, Lighting and Transport Committee to discuss issues and remedies for hedges and trees overgrowing highways and other rights of way, **CLERK** to note.
- Cllr. Harris advised that he had asked Cllr. Standley to visit the Parishioner who had recently had an unfortunate incident involving her husband being tipped out of his wheelchair.

- Clerk enquired whether the Pre School work had been “signed off” to enable the Council to claim back costs from ESCC. Cllr. Martin is to follow up with ESCC and advise Clerk.
- Cllr. Wickenden is to deal with the proper disposal of the sand left over from the Pre School repair work.

Chair declared the formal business of the meeting closed at 22:10.

**10. PUBLIC FORUM.**

None.

**Adopted and signed as true record at the 25<sup>th</sup> July 2019 meeting of this council.**

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