



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

**MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD ON 25<sup>TH</sup> OCTOBER 2018 AT 19:30  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

**COUNCILLORS PRESENT**

Cllr. R. Harris (Chair)  
Cllr. L. Henrick  
Cllr. T. Gilbert

Cllr. A. Hardy  
Cllr. J. Kitchenham

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

**COUNCILLORS ABSENT**

Cllrs. Cahan and Hiles.

**ALSO PRESENT**

T. Thorpe, Parish Clerk, Cllr. F. Whetstone (ESCC), Cllr. P. Dixon (WDC) and a member of the War Memorial Project in respect of item 4 vii)

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

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

Cllr. R. Standley (ESCC) and Cllr. N. Glynn. It was **RESOLVED** that Cllr. Glynn's apology be accepted. Cllr. Farmer also submitted an apology via email which was not read until after the meeting.

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

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

**c) District and County Councillor Reports**

Cllr. Whetstone (ESCC) reported the following:-

- The Council's Cabinet, of which he is not a member, is currently finalising the "Offer" of services it proposes that County can provide in addition to its statutory ones. Difficult decisions need to be made in the light of continuing financial stringency.
- Winter closure of "BOATS" – byways open to all traffic – is commencing for the season. Enquired regarding the situation in Limekiln Forest which in the past has experienced issues with unauthorised access and fly tipping. Cllr. Martin advised that he understood that the winter closure barriers had, in the past, been removed by nearby residents thus enabling them to fly tip in the forest. Cllr. Whetstone will enquire of the ESCC Officer involved as to whether this continues to be a problem area.

Cllr. Dixon (WDC) reported the following:-

- Commended those involved with the fine Dedication Service for the New Rotherfield War Memorial.
- Horam Crematorium. Building is proceeding well but unfortunately an unrecorded gas main has been located under the site. Consequently, the proposed opening has been put back to March 2019 whilst this matter is dealt with.
- Consultation on the Local Plan is now closed. Wealden will now collate the responses received to enable submission to the Planning Inspectorate to meet the 24<sup>th</sup> January deadline.

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

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**Clerk reported the following on behalf of Cllr. Standley who was attending a Public Meeting in Wadhurst.**

- Is chasing a date for the resurfacing of the road from Rotherfield to Jarvis Brook and has been told that it is moving up the list of priority.
- Has spoken to ESCC Property Services and been informed progress is being made on sorting out the Pre School building work. Will continue to chase progress with the officer dealing.
- Gave thanks for all those involved in the Remembrance memorial dedication which was excellent; special thanks are due to whoever organised the weather!

**d) Minutes of the Parish Council meetings held on 27<sup>th</sup> September 2018 for approval as a true record.**

The minutes had been circulated to the Councillors prior to the meeting. It was **RESOLVED** that they be adopted as a true record and the Chair signed them.

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

- Draft meeting dates have been passed to Rotherfield Village Hall to check for any “clashes”. Dates will be passed to Chair and Vice Chair for final review.
- Dog bins. Await response from the Millennium Green.
- Surgery – Heads of Terms and associated documents with Chair and Vice for review.
- Survey of Parishioners regarding the Surgery purchase is ongoing; replies are arriving “on line” to Clerk, the greater majority are in favour.
- Christmas Lights – Licence renewal is with ESCC for them to process, review of permissions held from householders in the Village for light/tree attachment is still “work in progress” with the Clerk.

**2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF SEPTEMBER 2018**

These reports had been made available to Councillors prior to the meeting and it was **RESOLVED** that they be approved.

**3. REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND NOTE OR AUTHORISE PAYMENTS.**

**i. Budget, other financial reports and actions arising.**

Reports had been had been made available to Councillors prior to the meeting. No actions were identified in respect of any budget adjustments and it was **RESOLVED** that the reports be approved.

**ii. Approval of payments.**

Details had been made available to Councillors prior to the meeting and it was **RESOLVED** that the following payments be made.

**PAYMENTS AUTHORISED**

<b>Payee Name</b>	<b>Details</b>	<b>Amount</b>
Rotherfield Sports Club	September pitch cutting	£325.00
Alec Gould	Pre School fence & flagpole	£750.00
Teambase	Stationery	£63.52
PKF Littlejohn LLP	Annual return audit fees	£480.00
Total Support Services Ltd	CCTV installation	£4,512.00
Total Support Services Ltd	CCTV Signage	£60.00
The Computer Studio	Remote support	£20.00
WEL Medical Ltd	Replacement defibrillator pads	£83.82
The Computer Studio	Replacement laptop battery	£50.00
TN6 Electrical	Configure WiFi Mark Cross	£595.00

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T.C. Woodgate	Rec. mole catching	£204.00
Rotherfield Village Hall	Hall hire September	£70.40
WDALC	Annual subscription	£31.00
Trevor Thorpe	Expenses	£53.42
Trevor Thorpe	Reimbursements - flags x 2 & printing	£472.24
Trevor Thorpe	October salary	£1,532.39
H M R C	October Tax & N I	£478.93
Royal British Legion	Poppy Wreath Donation	£80.00
Phil Ireland	Street sweeping & litter pick	£415.80
Burslem Memorials Ltd	War Memorial	£10,518.60
Tollwood Garden Service	October grass & hedge cutting	£1,469.00
A. Martin	Invoice 301018	£90.00
<b>Total payments</b>		<b>£22,355.12</b>

### RECEIPTS FOR INFORMATION

Paid by	Details	Amount
H M Revenue & Customs	VAT reclaim 1/07 - 1/09	£2,514.06
Family of the deceased	Burial & gravedigging costs	£232.00
Rotherfield Millennium Green Trust	Dog bin emptying contribution	£62.50
War Memorial	Service Collection cash	£61.08
Coppard Plant Hire Ltd	Refund of hire fee over charge	£145.20
Wealden District Council	Community Infrastructure Levy Payment	£28,073.33
<b>Total receipts</b>		<b>£30,942.97</b>

- **ACTION** for **CLERK** to make journal adjustment to reflect that one of the flags purchased as detailed above was for the Council and therefore not to be debited to War Memorial funds.
- Cllr. Gilbert reported that a quote had been provided for the installing of a path 45m x 1m to the Bowls Club from the gate in Eridge Lane, cost inclusive of VAT £2235. It was agreed that this quote be accepted, **CLERK** to add to agenda of the forthcoming Recreation and Burial Committee meeting to formalise acceptance.
- Chair reported that funds remain to be drawn from the "Sussex Lund" grant received for the Old Burial Ground. He is investigating provision of heritage style signage for this area and provision of bat/bird boxes.
- **CLERK** to ensure that CCTV costs above be taken from the Highways Budget.

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

##### i. Suggestion for use of the telephone kiosk at the top of Hornshurst Road as a book exchange via the BT "Adopt A Kiosk" scheme.

Details of scheme had been circulated to Councillors prior to the meeting. The original suggestion was for this kiosk to be used as a book exchange. A subsequent suggestion was received that a group be formed to care for the still connected kiosk in the Square; this is a "K6" model listed as Grade II in 1991.

**RESOLVED** that **CLERK** investigate adopting and maintaining both boxes, with an alternative community use found for the one in Hornshurst Road.

##### ii. Review of Council Policies and other governing documents.

**CLERK** to review position with these and report progress at the next meeting.

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**iii. Review of General Data Protection (GDPR) Documents.**

As Cllr. Hardy has been heavily involved with the War Memorial Project and Service this remains outstanding. **CLERK** to carry forward to the November agenda.

**iv. Review of action regarding advertising and other notice issues at Mark Cross.**

Concerns raised at the number of notices that appear to have been “officially sanctioned” in the area, also proliferation of advertising by the roadside. It was suggested that a copy of the “official” guidelines from Wealden DC and ESCC be researched and shared with the Councillors so that the “rules” may be clarified and, if practical, laminated copies be displayed “on site”.

**CLERK** to investigate and report at future meeting.

**v. Parish Wardens – report from Clerk**

Clerk attended a meeting hosted by SSALC in Uckfield on this subject. Forest Row Parish Council employ a former PCSO as their Parish Warden, and Withyham Parish Council pay them for him to spend 10 hours per month in their Parish. Clerks of both Parishes spoke positively of the benefits of the Warden and there is capacity for him to serve other Parishes should they wish to use his services.

**RESOLVED** that Chair meet with representatives of Withyham PC to hear their experiences of engaging a Parish Warden and report recommendations at a forthcoming meeting. **CLERK** to arrange.

**vi. Village Centre CCTV - Consider contribution to Rotherfield Institute to cover electricity cost, and adoption of policy for use and compliance with GDPR requirements.**

It was **RESOLVED** that £50 per annum be paid to the Institute for providing the power for the CCTV, **CLERK** to liaise with Treasurer of the Institute to agree best method of paying this.

Clerk is still progressing this CCTV Policy, which will cover who has access to the recordings, storage and review of “historic” data and formal notices advertising the systems presence.

**vii. Management of the residual funds from the War Memorial Project.**

Chair agreed that this item be dealt with first on the agenda as a member of the project team was present.

Financial reports for the Project were made available to Councillors prior to the meeting. Cost of the memorial itself, and some costs relating to the Dedication Service, have been paid and it is estimated that after all costs have been met there will be in the order of £5K remaining. It was **RESOLVED** that £2K of the funds remaining should be set aside as a designated reserve for further maintenance, cleaning and adding further names to the Memorial if required. It was also **RESOLVED** that £100 be donated to Mayfield Band to acknowledge their fine contribution toward the Service. **CLERK** to arrange this, also to liaise with Cllr. Hardy regarding formal letters of thanks to various individuals and groups who contributed to the success of the occasion. Decisions are still required regarding the following:-

- |  |   |
|--|---|
| 1. Future use for the “Silent Soldiers”.                         | 5. Lighting for the Memorial.                             |
| 2. Possible commemorative gifts to pupils at the Parish Schools. | 6. Improved access to the site for the mobility impaired. |
| 3. Providing direction signage to the site of the Memorial.      | 7. Donation to Forces Charity(ies).                       |

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4. Book of Remembrance, possibly based on the posters produced by the Village Schools.

8. Purchase of new flagpole and flags to replace the “life expired” flagpole at Mark Cross.

A meeting of the War Memorial Committee is to be held shortly to discuss and agree actions for recommendation to the Council.

The Village Beacon is to be lit on Remembrance Sunday. The Bonfire Society are arranging this and Cllrs. Watson-Smith and Harris will investigate if nearby trees will require trimming prior to event. Cllr. Hardy is liaising with the Society regarding the lighting.

## **5. NOTE ACTS AND PROCEEDINGS OF COUNCIL COMMITTEES AND SUB-COMMITTEES AT THEIR RECENT MEETINGS.**

16th October - Communication and Social Media Committee.

23rd October - Planning and Building Committee.

Draft minutes for both meetings have yet to be circulated.

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

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

#### **Cllr. Gilbert**

- i. Reported that the Hall Committee meeting had been cancelled.
- ii. He had attended the Sports Club Committee meeting. They are planning to purchase a new mower at a cost of £24K and hope that 50% of the cost will be grant funded.
- iii. Committee wish for “keep clear” markings to be added to the car park surface by the lower barrier.
- iv. Vandalism of player shelters. Replacement of the lower panels in metal is being considered.
- v. Concerns expressed at impact of fitness group using lower car park – this creates issues for other users due to the reduced parking. Item is to be added to the agenda of the forthcoming Recreation and Burial Committee meeting regarding this.

- Cllr Martin had attended a meeting of the “Raising the Roof” project.
- Cllrs. Wickenden and Watson Smith had attended a Tree Forum meeting at Laughton, Vert Wood.
- Cllr. Richardson is to attend the forthcoming Twinning Association Wine and Cheese.

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

Clerk has finally completed the notes from the September public meeting with the Sussex PCC, Katy Bourne. The “facts and figures” therein have been confirmed by her office and the notes will be published shortly. The Wealden Area Commander has made contact regarding arranging a visit to the Parish and it is noted that the local Pcsos have visited the Pre School.

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

An article outlining progress with the Surgery Project will appear, together with information regarding the new CCTV.

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

- Broxap Outdoor Gym brochure.

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- Uckfield Railway Line Parishes Committee – minutes of their 12<sup>th</sup> September meeting and notice of 14<sup>th</sup> November meeting.
- CPRE Autumn Appeal – Focus on Wealden.
- Message of thanks from a Crowborough British Legion in respect of the recent War Memorial Dedication Service. Other messages of thanks and appreciation have been received via Social Media and email.

**8. TO RECEIVE INSPECTION BOOK & REPORTS**

No items were identified in the reports as requiring urgent action.

**9. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.**

- **6<sup>th</sup> November** - Recreation and Burial Committee, to include agreement of 2019/20 Budget
- **13<sup>th</sup> November** - Planning and Building Committee
- **20<sup>th</sup> November** - Highways, Lighting and Transport Committee, to include agreement of 2019/20 Budget

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

- Our MP, Nus Ghani, has contacted Cllr. Hardy to raise awareness of the availability of funding to improve access at Eridge Station. We are already of this funding and local concerns that the appearance of the building could be affected by such works.
- **CLERK** to provide Cllr. Hardy of donation and cost breakdown for the War Memorial project as the “Country File” team may require some background information in connection with the forthcoming TV feature.
- Bonfire Society have been thanked for their help at the Memorial Dedication and have invited Councillors to participate in their forthcoming Carol Concert.
- Cllr. Martin is to liaise with our grass cutting contractor regarding removal of some lower branches on trees in the Millennium Green “wild area”. Dependant on level of cost involved this may be agreed under delegated spending powers.
- **CLERK** to publish information on website/social media regarding the Gatwick expansion proposal consultation which closes in January.
- Rec. Car Park barrier persists in being left open, item to be added to agenda of Recreation and Burial Committee meeting to agree measures to discourage this.
- Speed awareness measures on the Village approaches. Cllrs. Martin and Henrick have been unable to arrange a meeting with the Parishioners who raised this issue. **CLERK** to contact ESCC Highways to establish if October 31<sup>st</sup> is the absolute deadline for submitting the proposals for this.

Chair declared the formal business of the meeting closed at 21:35

**11. PUBLIC FORUM.**

None

**Adopted as a true record and signed by the Chair at the 29<sup>th</sup> November 2018 Parish Council meeting**

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

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