

**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 29TH NOVEMBER 2018 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

COUNCILLORS PRESENT

Cllr. R. Harris (Chair)
Cllr. J. Cahan
Cllr. G. Farmer
Cllr. T. Gilbert

Cllr. A. Hardy
Cllr. N. Glynn
Cllr. D. Hiles
Cllr. J. Kitchenham

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

COUNCILLORS ABSENT

None.

ALSO PRESENT

T. Thorpe, Parish Clerk, Cllr. R. Standley (ESCC) and Cllr. P. Dixon (WDC).

1. TO RECEIVE THE FOLLOWING: -

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

Cllr. L. Henrick submitted an apology for absence and it was **RESOLVED** that this be accepted. Cllr. F. Whetstone (ESCC) also submitted an apology.

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

- Cllr. Hardy declared a personal interest in respect of item 3.ix as he is a Lay Preacher at St. Denys' Church and a member of its PCC.
- Cllr. Gilbert declared a pecuniary interest in item 3. v as he undertakes work for the Surgery.
- Cllr. Wickenden declared a personal interest in item 3. v as a relative owns land adjacent to the surgery.

c) District and County Councillor reports.

Cllr. Standley's report contained the following key points.

- The ESCC "Core Offer" regarding service provision is currently out for public consultation ending 26th December. Even the provision of the basic services in the offer will leave a financial shortfall of £10m to be addressed.
- Whilst Central Government has agreed additional funds for local authorities these are of the nature of "one off" payments and it is not known if they will be made in future years. Currently extra funds have been made available for winter pressures on adult social care and for road repairs.
- Details of the Local government finance settlement will be announced by the Government on December 6th. Cllr. Standley suggested that the financial "cake" will not be any larger and increasing payments to one sector would need a reduction in another.
- Surfacing of B2100 Rotherfield Hill. Still in the 2018/19 programme of works, this is anticipated for the spring as undertaking surfacing work in the winter months is counterproductive to its durability. He will update when further information is received.
- Gave advance notice of his absence for the Council's December 20th meeting.
- Chair raised issue of continuing sightings of long vehicles passing through the Village in contravention of the enforceable ban and frustrations expressed by both Villagers and Councillors at this. An articulated lorry struck the Kings Arms yesterday – apparently the 17th occurrence this year. Cllr. Standley requested further information on incidents to see if there was any assistance he could offer.

Cllr. Dixon's report contained the following key points:-

- There have been changes in the Wealden DC leadership team due to the retirement of Charles Lant, Chief Executive.
- Trevor Scott has been appointed Chief Executive.

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

Tel: 01892 664245. Email: Clerk@rotherfieldparishcouncil.co.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

- No issues with waste collection have been raised with him recently and the new waste collection contractors will be announced early in the New Year.

d) Minutes of the Parish Council meetings held on 25th October 2018 for approval as a true record.

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

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

From October meeting.

4i) Clerk has received information from other Councils on their experiences with the “Adopt a Kiosk” scheme and formal approach will be made to BT regarding the two in the Village – it is understood that BT do not move swiftly regarding their kiosks.

4ii) and 4iii)

- Cllr. Hardy has produced draft Data Protection, CCTV and Social Media Policies to fulfil the requirement of the General Data Protection Regulation and he summarised their requirements.
- Parish Councils fall outside the rules that apply to the other tiers of Local Government.
- Clerk is to provide details of the Council’s ICO registration to Cllr. Hardy.
- Based on information from other Parish Councils the retention period for CCTV data will be set at 90 days.
- The meeting approved the draft documents produced by Cllr. Hardy and thanked him for his efforts in this connection. Final documents will be formally adopted at the Council’s December meeting and published.

4iv) Collating information regarding District and County Councils rules/guidelines on roadside advertising. Clerk has circulated the current Government Guide on the subject from 2007 and it was agreed to produce laminated signs for the areas affected drawing attention to this Guide and showing a link to it on the Council’s website. **ACTION for CLERK.**

4v) Item on this agenda regarding Surgery survey responses received.

vi) Clerk has contacted the Institute regarding payment for electricity used by the CCTV as agreed at the October meeting. Cheque for first payment is on list for signature this evening and **CLERK** to set up reminder to make future annual £50 payments direct to the Institute’s bank.

4vii) Item on this agenda regarding Community Wardens.

2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF OCTOBER 2018, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND NOTE OR AUTHORISE PAYMENTS.

i. Budget, other financial reports and actions arising.

Clerk summarised the budget report. Council remains overall within budget and it was **RESOLVED** that the reports be approved.

ii. Approval of payments.

It was **RESOLVED** that the following payments be made.

NOVEMBER PAYMENTS AUTHORISED

Payee Name	Amount	Transaction Detail
Trevor Thorpe	£150.00	Expenses reclaimed
Coppard Plant Hire Ltd	£48.00	Rope for dedication service
St John Ambulance	£88.32	First Aid Cover for dedication
Mayfield Band	£100.00	Donation - Dedication service
Rotherfield Village Hall	£121.20	Hall hire for WM dedication
Unity Trust Bank Deposit A/c	£40,000.00	Tfr excess funds to deposit a/c
Employment costs for month	£2,094.59	Employment costs for month
Rotherfield Village Hall	£38.40	Hall hire for October meetings
Mulberry & Co	£329.04	November 2018 Audit visit

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

Tel: 01892 664245. Email: Clerk@rotherfieldparishcouncil.co.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

East Sussex Highways	£2,959.40	Replacement lamp column 16
Rotherfield St Martin	£500.00	Grant instalment
Tollwood Garden Service	£245.21	November invoice
Mark Cross Community Centre	£610.74	Reimbursement Xmas lights
Phil Ireland	£447.30	Street sweeping/litter picking
Rotherfield Memorial Institute	£50.00	CCTV electricity costs
SLCC	£196.00	SLCC Annual subscription
Assc. of Local Council Clerks	£40.00	Annual subscription to ALCC
Trevor Thorpe	£117.95	Clerk's expenses for November
Total payments	£48,136.15	

CREDITS RECEIVED FOR INFORMATION

Hunnaball Family Funeral Group	£288.00	Interment fee and gravedigging cost
Family member	£232.00	Interment fee and gravedigging cost
Village Group	£25.00	Surgery donation
Hunnaball Family Funeral Group	£15.41	Burial cost recovery
Santander Bank	£22.89	October deposit a/c interest
Total receipts	£583.30	

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

i. Clerk's workload review. Offer from SSALC to undertake this.

Information made available to Councillors prior to the meeting. It was **RESOLVED** that the quote for £600.00 plus costs be accepted and that **CLERK** to liaise with the consultant regarding the review, which is to include anticipated workload changes arising from item ii below and completion of the Surgery purchase.

ii. Creation of a Parish Council Office in the Village.

Chair reported that it was considered that a presence within the Village in the form of a Parish Office manned by the Clerk would be desirable and enhance the Council's service to the Parish. Detail regarding suitable premises, staffing arrangements and opening hours are yet to be finalised to enable consideration by the Council.

RESOLVED that the workload and staffing impact of a Parish Office be incorporated into the review agreed in the previous agenda item.

iii. War Memorial Committee . Report from their final meeting and actions arising.

Councillor Hardy summarised the recommendations of the Committee's final meeting:-

- a)** Provision of suitable heritage signage to the Memorial should be provided – estimated cost £740.
- b)** The "on line" database on a separate website, holding details of those named on the memorial and possible future entries, to be funded from the donations for three years with funding from the Parish Council thereafter,
- c)** Provision of a step free path behind the Surgery for ease of access, together with a suitable border/fence arrangement for the memorial – estimated cost £2500.
- d)** It was not considered appropriate to fund the purchase of a replacement flagpole for Mark Cross Church from the donations.
- e)** The Rotherfield WI had very kindly waived any payment in connection with their provision of refreshments after the Memorial Dedication.

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

Tel: 01892 664245. Email: Clerk@rotherfieldparishcouncil.co.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

Items a) and c) will involve the Conservation Officer and Cllr. Hardy will arrange a meeting. He had also received a letter from the Lord Lieutenant of Sussex thanking all those involved with the project and dedication.

Clerk reported that, as agreed at the October Council meeting, £2K had been earmarked in the Council's funds as a reserve for future maintenance and that, taking this into account, just over £4K remained from the donations toward the project.

RESOLVED that the Council's Recreation and Burial Committee will take responsibility for the War Memorial and its upkeep with Cllr. Watson-Smith the Committee Member designated for this duty. Cllr. Hardy and all those who had been involved with the project were also thanked by the meeting.

iv. a) November internal audit report from Mulberry and Co, and actions arising.

Circulated to Councillors in advance of the meeting. No items of concern were raised in the report which was of the opinion that the systems and internal procedures at Rotherfield Parish Council are established and followed. **RESOLVED** that the contents and recommendations of the report be adopted, noted and acted upon and that the updates to the Financial Regulation to provide consistency should be considered for adoption at the forthcoming Finance and General Purpose Committee meeting. **CLERK** to action.

b) Annual return for 2017/18 Financial Year as "signed off" by external auditors, and actions arising.

Information made available to Councillors prior to the meeting.

RESOLVED that the contents of the Annual Return and report be noted and adopted.

v. Result of Parish Survey regarding Surgery Freehold purchase and associated loan required.

Total results from paper and "digital" responses were as follows:-

- **In favour of the purchase?**
 - Of the 481 people who answered Q1 455 said yes (95%) and 26 said no (5%).
- **In favour of the precept increase to pay off the loan?**
 - Of the 486 people who answered Q2 454 said yes (93%) and 32 said no (7%).
- 27 paper responses were received but disregarded for the following reasons:-
 - 23 gave no indication of their preference to either question.
 - 1 was submitted by a business.
 - 2 were submitted by non-parishioners.
 - 1 voted twice.
- Total response of 513.
- The Parish has in the region of 1300 households.
- 1100 surveys were hand delivered.
- The 3 collection points also held blank surveys for completion.
- The survey was advertised on Facebook and the Council's website, and email submission was allowed.
- Method statement for the analysis of the results has been shared with the Councillors.
- Independent scrutiny of the results had been undertaken by Crowborough Town Council staff.

This information has been passed to the Public Works Loan Board who have acknowledged and are now preparing the final assessment and approval paperwork for sign-off. Clerk

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

Tel: 01892 664245. Email: Clerk@rotherfieldparishcouncil.co.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

recommends that the survey responses are retained for 30 days and then destroyed/deleted. **RESOLVED** to accept recommendation and **CLERK** to action.

vi. Review use of Village Hall car park for outdoor fitness classes.

Concerns have been raised by a nearby resident regarding noise disturbance, particularly on Saturday mornings, and by other organisations using the area regarding disruption caused to parking availability. Chair visited the area on a recent Saturday at 0800 and, despite the fitness class in progress, setting up of football pitches for junior sessions and activity in the Hall for a Craft Fair, considered that there was no evidence of excessive noise. The bottom area of the Car Park next to the Scout Hut is “coned off” when the fitness sessions are in progress on Saturday mornings and on two weekday evenings. Village residents participate in these sessions.

Clerk has shared with the Councillors details of the Land Registry documents relating to the Recreation Ground site which state “.....the Local Authority or its assigns will for ever hereafter support maintain and improve the property hereby conveyed as and for the purpose of Public pleasure grounds and playing fields...” and it is considered that the exercise classes fall under this definition. Other areas of the car park are still available on weekday evenings for those attending the Hall or undertaking “pick up” from other activities.

RESOLVED that the Council permit fitness classes to continue on their current basis and frequency, **CLERK** to advise the class organisers and, in response to their query regarding alternative sites in the Village, provide them with contact details for the Institute.

vii. Mark Cross Millennium Green – lighting to improve user security and general tidying work.

- ESCC estimate £2391.64 plus VAT to install a new 8mtr column with 16 Led lantern and part night cell including connection is if the UKPN cable is within 2mtrs and suitable to be used - can be reduced to a 6mtr column if there are concerns about the height and light spill. Once the column is in place it can act as a “feeder post” from which illuminated bollards could be fed should they be considered of benefit.

RESOLVED that this quote be accepted with a 6m column with LED part night lantern with column unpainted, lantern to be set up to focus on the parking area. **CLERK** to contact ESCC Highways.

- Cllr. Martin reported that he had visited the site of the Conservation Verge at Mark Cross opposite the Millennium Green and by the A267 junction with our grass cutting contractor. Contractor quoted £250 for tidying grass and tree growth from this area with further flailing to clear it and encourage orchid growth, this at additional cost. Future installation of a bench on this area is to be considered.

RESOLVED that the project proceed on the above basis.

viii. Report and recommendations from Chair arising from recent meeting re: Parish Wardens.

Chair, Vice Chair and Cllr. Martin have visited the Withyham Parish Council office to learn of their experiences of “sub-contracting” the Forest Row Parish/Community Warden. He is a former PcsO who patrols Withyham Parish for 20 hours over two months on a varying shift basis at an hourly rate of £15.50. They considered him of benefit to their community as a visible presence to deal with minor issues and give reassurance to residents. Forest Row Parish Council advise that he is available for deployment in other Parishes who could take advantage of a “taster session” before deciding a more permanent arrangement. Reservations were expressed at the meeting that the Warden would have no legal powers of enforcement.

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

Tel: 01892 664245. Email: Clerk@rotherfieldparishcouncil.co.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

RESOLVED that the Parish Council engage the Warden for a trial period of three months in the Parish, **CLERK** to contact Forest Row Council to agree arrangements for this.

ix. Receive information regarding maintenance/improvements to St Denys' Churchyard paths.

Cllr. Wickenden reported various matters relating to the improvement/surfacing of the paths, also plans for replacing the heating boiler; these details were noted. Clerk advised that he will research and report whether Parish Councils are able to financially support Church projects/maintenance as he believes that they are precluded from this.

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

- 16th October - Communication and Social Media Committee.
- 23rd October - Planning and Building Committee.
- 6th November - Recreation and Burial Committee.
- 13th November - Planning and Building Committee.

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

a) Meetings attended on behalf of the Parish Council.

Cllr. Gilbert – Village Hall Committee.

- Hiring income has improved.
- New Hall noticeboard has been installed adjacent to North Street.

Cllr. Gilbert – Sports Club.

- New mower project is still progressing – replacement machine would reduce time taken in pitch cutting.
- Mole activity still a problem although some have been caught.

Cllr. Hardy – Eridge Station.

- It was suggested at this meeting that the Council participate in the “Adopt a Station” scheme which could involve it in litter picking, provision/maintaining of planters and general tidying. **CLERK** to add to agenda of next Highways, Lighting and Transport Committee meeting for consideration
- Abandoned vehicles continue to be an issue in this area. Clerk recommends that these be reported to Wealden DC for their attention after the vehicles tax/mot status has been checked via the DVLA website.

Cllr. Richardson – Twinning Association.

- Had attended their recent wine and cheese event. The Association may submit a grant request in respect of the forthcoming “twinning” visit.

b) Clerk’s updates and issues.

None.

c) Items for next Parish Magazine column.

None.

6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- Proludic - Play and Sports Equipment Catalogue
- SLCC - November 2018 Clerk Magazine
- NALC - Autumn 2018 Local Council Review
- Rotherfield St. Martin - Information re: 1st December event in Rotherfield Village Hall
- CPRE - “Countryside Voice” magazine Winter 2018

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

Tel: 01892 664245. Email: Clerk@rotherfieldparishcouncil.co.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

7. TO RECEIVE INSPECTION BOOK & REPORTS.

No items requiring urgent action were identified in these.

8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 4th December - Planning and Building Committee, followed immediately by a meeting of the Finance and General Purpose Committee.
- 20th December - Monthly Council Meeting incorporating Planning business.

Both of these meetings are 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.

- Cowford Bridge Lane. Clerk reported that the “pedestrians in road” warning signs are in place at the Redgate Mill end of the lane, also at Town Row between the Green and Brickyard Lane junction.
- Councillors were reminded of the Rotherfield St Martin event on Saturday 1st December in the Village Hall.
- Chair of Millennium Green Trust has contacted Chair of the Council to discuss/review arrangements for the additional dog bins proposed.
- Another lorry has struck the King’s Arms, yesterday evening 20:40. Kent based haulier with a trailer for Morrison’s, details recorded and will be passed to the DVSA and reported to Sussex Police via “Operation Crackdown” website. Chair was on the premises when vehicle struck and expressed concern that further incidents could contribute to a partial collapse of the building; also, that many in the pub wish to be involved in assisting struck vehicles to extricate themselves from the building and whilst doing so put themselves at risk of injury from the vehicle. Cllr. Richardson advised that the long vehicle issue was regularly raised with her, Cllr. Martin had noted a number of long vehicles when recently reviewing CCTV footage. Clerk recommended that a campaign, involving press and the locally based Freight Transport Association, be run in the New Year and that the issue of Police enforcement be raised at the forthcoming meeting with the local Inspector.
- Cllr. Farmer reported that the Council’s financial support for purchasing solar Christmas lights had been well received in the Mark Cross community.
- Vehicles parking in Brickyard Lane. Clerk recommends that photos be taken of such incidents so that they may be reported.
- “In Bloom” project. Cllr. Glynn is to visit Mayfield to learn of their experiences as they achieved a Gold Rating in the South and South East “Parish in Bloom” competition for 2018.
- Car overturned in Church Road. Clerk reported that to his surprise there was very little mention of this incident on social media; incident occurred on a recent weekday morning and nothing was known of the cause/outcome.
- Bonfire Society Carol Services is to be held in St Denys’ Church at 19:00 on December 11th. Attendance/assistance welcomed.

Chair declared the formal business of the meeting closed at 22:00

10. PUBLIC FORUM.

None.

Adopted and signed as a true record at the Council’s 20th December 2018 meeting.

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

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ
Tel: 01892 664245. Email: Clerk@rotherfieldparishcouncil.co.uk
Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook