

# ROTHERFIELD PARISH COUNCIL

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

## MINUTES OF THE MEETING OF THE RECREATION AND BURIAL COMMITTEE OF THE COUNCIL HELD AT 19:30 ON TUESDAY 24<sup>TH</sup> NOVEMBER 2015 IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL.

### PRESENT

|                               |                 |                    |
|-------------------------------|-----------------|--------------------|
| Cllr. R. Harris (Chairman)    | Cllr. K. Curtis | Cllr. D. Thomas    |
| Cllr. Gilbert (Vice Chairman) | Cllr. D. Hiles  | Cllr. N. Wickenden |
|                               | Cllr. Martin    |                    |

### ABSENT

None

### ALSO ATTENDING.

Parish Clerk, Trevor Thorpe, and one member of the Public.

- 1. TO RECEIVE APOLOGIES FOR ABSENCE (LGA 1972 s 85).**  
Apologies for absence were submitted by Cllr. J. Cahan and Cllr. L. Watts.
- 2. TO RECEIVE DECLARATIONS OF PERSONAL, PREJUDICIAL AND DISCLOSABLE PECUNIARY INTERESTS ON ITEMS ON THE AGENDA AND UPDATES TO MEMBERS' REGISTER OF INTERESTS.**  
Cllr. Gilbert declared a personal interest in item 8b) as he has undertaken work for the writer of the letter.  
  
The Chairman reminded those present that they should declare an interest if they became aware of one at any point during the meeting.
- 3. TO APPROVE MINUTES OF MEETING HELD ON 11<sup>TH</sup> AUGUST 2015 AS A TRUE RECORD.**  
These had been circulated to the Councillors and it was RESOLVED that the Chairman of this Committee sign them as a true record of the meeting.
- 4. UPDATE REGARDING MATTERS ARISING AND ACTION ITEMS FROM PREVIOUS MEETING.**
  - Clerk has repeatedly contacted contractor who supplied picnic benches to the Council to remind him that his invoice is still outstanding and that we await details of his quote in respect of the cover for the Cemetery bin that he has offered to build. CLERK to contact Cllr. Watts for details of a possible alternative supplier for the benches.
  - Clerk has left message with Tony Moaby seeking update as to whether he is increasing his Public Liability cover to the figure of £10m required by the Council. Response awaited.
- 5. GENERAL RECREATION, ALLOTMENT AND BURIAL ISSUES**
  - Parish Council support for suggestion that a War Memorial be erected in the Parish.**  
Clerk advised that memorial plaques to those who perished in the World Wars are located in St Denys' Church, Rotherfield Village Institute, Parish Council Room at Village Hall, Mark Cross Village Hall and St Mark's Church at Mark Cross. Richard Bell-Davies, the Village VC, is recorded on the plaque in the Institute. Cllr. Wickenden has suggested that a "traditional" style War Memorial be placed in the Village. Letter of support from a Parishioner for the suggestion was read to the meeting.  
RESOLVED that this proposal be supported and that the Memorial could be placed on the Parish Council owned Court Meadow Green.

Parish Council Website: [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk)  
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## ACTIONS:

- i. CLLR. WICKENDEN to liaise with the local branch of the Royal British Legion regarding design, suggested location, possible cost and sources of grant funding.
- ii. CLERK to investigate if any there are any planning considerations for this project and location.

### b) **Review grass and hedge cutting list and agree any amendments/additions.**

Current list was circulated to the Councillors prior to the meeting and it was RESOLVED that the list remain unchanged for the areas under the responsibility of this Committee.

### c) **Locations for further picnic benches.**

It was RESOLVED that budget for 2016/17 should provide for two further benches to be placed in the Recreation Ground and one in Court Meadow Green. Chair and Vice Chair of Committee are to identify suitable locations.

### d) **Revised siting and wording of parking signs opposite Mark Cross Church and provision of a sign on Mark Cross Millennium Green requesting removal of litter and dog deposits.**

Details circulated prior to meeting. It was RESOLVED that:-

The wording of the signs is ungrammatical, obtaining replacements and reviewing location of them be deferred until after the slip road closure has taken place at Mark Cross and the planting completed on the grass area.

CLERK to obtain sign for Millennium Green at Mark Cross to read "Mark Cross Millennium Green. Maintained by Rotherfield Parish Council" in our usual "house style, together with standard signs to discourage littering and encouraging removal of dog deposits. Maximum cost £50.

## 6. RECREATION GROUND AND CAR PARK.

### a) **Offer from third party's insurers in compensation for damage caused by the July 2013 diesel spill in the Car Park, and further action to conclude this matter.**

Email confirming that insurers of third party involved have finally agreed that the sum sought by the Council, £9515, will be paid by them. RESOLVED CLERK to accept this sum which is the figure put forward by the Council, money to be placed in earmarked reserve to fund future car park repair/surfacing work. Clerk to also seek advice from Council's Solicitor regarding correct wording of letter to release signatory of the indemnity of their liability in respect of the event at which the incident occurred.

### b) **Policy on "Drones" being flown over Council owned land.**

RESOLVED that the Council's wish is that drones are not launched or flown over Council land. CLERK to compile notice to display in the Rec. noticeboard.

### c) **Working party to review options for further play/exercise equipment in the Recreation Ground.**

Funds totalling £8836 currently earmarked toward this. RESOLVED that, as another large Council project may be taking place during 2016/17 that further action regarding this be deferred until the next Council Year.

### d) **Proposal to improvement drainage on lower football pitch.**

RESOLVED that a drainage contractor be requested to inspect and report recommendations regarding this. Cllr. Martin has suggested a contractor to undertake this and he will investigate and report at the next meeting of this Committee, CLERK to add to the agenda.

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e) **Suggestion that a representative of the Sports Club be invited to attend meetings of this Committee.**

RESOLVED to carry this forward to the next meeting of this Committee for further consideration in the light of changes being investigated relating to the Committee and meeting structure.

f) **Trimming trees on batter to improve view of lower pitch.**

RESOLVED that Cllrs. Wickenden and Gilbert inspect and report recommendations for action at the next meeting of this Committee. CLERK to add to agenda, also make arrangements with Cllr. Wickenden and Council Chairman for Annual Inspection of Council land and trees.

## 7. ROTHERFIELD PARISH CEMETERY

a) **Provision of a noticeboard in the Cemetery.**

RESOLVED that sum be included in this Committee's 2016/17 budget for purchase and installation of a 4 x A4 "Man-Made Timber" post mounted board from Greenbarnes at figure of £730.53 plus VAT and installation.

b) **Offer to assist with tidying of spoil dumped in the lower field at Cemetery.**

RESOLVED

- i. Clerk to investigate cost of hire of a 3 ton "mini digger" for a day.
- ii. Level of cover and any condition associated in the Council's insurance policy for the volunteer, Les Pike, who has offered his labour free of charge to undertake the work in conjunction with Cllr. Harris.
- iii. Offer to be made to Les Pike of a donation to the Charity of his choice in lieu of payment.

c) **Review of graves requiring tidying and levelling, and repair/repaint of seats.**

Several in both burial grounds have large shrubs adorning them. Clerk recommends that letters be sent to the addresses of the owners of the plots stating that if they are not tidied the Parish Council will tidy them.

RESOLVED that Cllrs. Harris and Gilbert undertaken site visit to review work required and record details of graves requiring infilling or action to deal with overgrowing shrubs. Finding to be reported at next meeting of this Committee and action agreed. CLERK to add to agenda of meeting.

d) **Ground preparation of lower field and extending centre path into this area.**

RESOLVED that Cllrs. Harris and Gilbert undertaken site visit to review work required and report recommendations at the next meeting of this Committee for agreement of budget allocation for 2016/17 for the extension area. CLERK to add to agenda of meeting.

## 8. ST DENYS' BURIAL GROUND

a) **Bramble removal and action on graves requiring tidying/removal of shrubs overgrowing.**

RESOLVED:

- i. Cllrs. Harris and Gilbert undertaken site visit to review what tidying work is required.
- ii. Many of the large memorials are overgrown. Responsibility for maintenance rests with the families concerned and any maintenance by the Council will be limited only to matters relating to Health and Safety of memorials, not appearances.
- iii. Cllr. Martin to investigate report of bordering property cutting a gateway into the boundary hedge to access the burial ground, and report findings to Clerk.
- iv. CLERK to add item to agenda of next meeting of this Committee to agree further action.

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**b) Response to letter received from Parishioner regarding “No dogs....” Signs in the Burial Ground and Cemetery.**

Letter circulated to Councillors. Complainant has been advised that St. Denys’ Churchyard is not the responsibility of the Parish Council and the policy of dogs accessing it is a matter for the PCC. RESOLVED that the Councils “No Dogs” policy for the Old Burial Ground is to remain and that CLERK is to respond accordingly to the letter received.

**9. AGREE BUDGET AND PRECEPT REQUIREMENTS OF THIS COMMITTEE FOR 2016/17 FOR CONSIDERATION BY FULL COUNCIL.**

Current financial information for this committee has been circulated.

RESOLVED that the following increases/new spending be proposed for consideration at the forthcoming meeting of the Finance and General Purpose Committee. All other categories to renew at the current figure:-

| Budget Code  | Heading                                   | Proposed 2016-17 Budget       |
|--------------|---|-------------------------------|
| 4341         | Rec. regular maintenance                  | £4400.00                      |
| 4342         | Court Meadow Green regular maintenance    | £825.00                       |
| 4351         | Court Meadow Green renovation             | £1500.00                      |
| 4317         | Rec. improvements to lower pitch drainage | £4000.00                      |
| 4305         | Removal of bank adjacent to play area     | No longer required, was £1000 |
| New category | Additional picnic benches                 | £1000.00                      |
| 4301         | Preparatory work for cemetery extension   | £10000.00                     |
| 4361         | Burial Ground, grounds maintenance        | £5500.00                      |
| 4391         | Bin emptying, Cemetery and Rec.           | £650.00                       |

CLERK to action following:-

- i. Update account records.
- ii. Contact Litter Picker to confirm insurance cover level of £10m .
- iii. Investigate and report on current mismatch between payments to Gravedigging contractor and recovery of these costs from Funeral Directors.
- iv. Investigate source of “sundry income” in code 1323.

**10. TO RECEIVE DATE OF NEXT MEETING OF THIS COMMITTEE.**

Tuesday 9<sup>th</sup> February 2016, at 19:30 in the Parish Council Room, Rotherfield Village Hall.

**11. TO RECEIVE URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA**

None.

The Chairman declared the business of the meeting closed at 21:45.

**12. PUBLIC FORUM**

None.

**Confirmed as a true record at the 9<sup>th</sup> February 2016 meeting of the Committee**

\_\_\_\_\_ Chairman \_\_\_\_\_ Date