

ROTHERFIELD PARISH COUNCIL

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 MARCH 2014 AT 19:30 IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL

COUNCILLORS PRESENT

Cllr. L. Pike (Chairman)

Cllr. R. Harris

Cllr. J. Kitchenham

Cllr. T. Gilbert

Cllr. D. Hiles

Cllr. A. Sharpe

Cllr. Mrs. P. Halse-Adamson

Cllr. R. Jaques

Cllr. N. Wickenden

COUNCILLORS ABSENT

None

ALSO PRESENT.

- The Parish Clerk, Trevor Thorpe.
- Cllr. R. Standley (ESCC), Cllr. H. Merriman (WDC), PcsO Boyle and six members of the public.

1. TO RECEIVE APOLOGIES FOR ABSENCE (LGA 1972 s 85).

Apologies received and accepted on behalf of Cllr. Miss. N. Bolton, Cllr. D. Thomas and Cllr. Clibbens. Message received from Cllr. Whetstone after the meeting sending his apologies for non-attendance.

2. TO RECEIVE DECLARATIONS OF PECUNIARY OR SIGNIFICANT OTHER INTERESTS.

None declared. The Chairman reminded the councillors that they should declare an interest if they became aware of one at any point in the meeting. Chairman also expressed concern that he was aware that a matter that had been discussed in closed session of the Council had been communicated outside of the meeting. Members are reminded that such items should remain confidential.

Members should be alert to interests and should declare at the start of meetings or at any point within the meeting should they become aware of one.

3. TO RECEIVE DISTRICT AND COUNTY COUNCILLORS REPORTS.

The key points of Cllr. Merriman's (WDC) report were as follows:-

- He had hope that the issuers relating the former "George" sign would be discussed at the March meeting of the Wealden (North) Planning Committee. However, due to lack of business, this meeting was cancelled and the matter will be dealt with at the April meeting. The application to extend "Churchsettle" will also be considered at this meeting.
- Padfield Close. The screening planting to this development needs to be in place by the end of March otherwise developers will be in breach of planning conditions. He will be monitoring this.

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

- ESCC cabinet has approved the waste strategy and this has also been approved by the Borough and Districts in East Sussex. This is a joint strategy; Districts and Boroughs collect waste and County Councils dispose of it.
- The policy of waste hierarchy continues to be reduce, reuse, recycle, recovery and disposal. Since 2006 in East Sussex waste per household has reduced by 7%, recycling has increased by 12%, total recycling has increased by 67% and landfill reduced by 95%. The aim by 2020 is to-
- Reduce waste per household to 995 kilo p.a.
- Recycle and compost 50% of waste.
- Recover energy from 95% of waste not recycled.
- This means less than 5% would go to landfill.

BY 2025, the aim is to recycle and compost 60%.

- East Sussex County Council supported National No Smoking Day, on Wednesday, March 12, which highlighted the free help and support available to smokers who want to quit.

Smokers in East Sussex are four times more likely to quit with the help of the free local NHS Stop Smoking service, available through GP surgeries, pharmacies and community venues across the county.

Parish Council Website: www.rotherfieldparishcouncil.co.uk

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

Telephone: 01892 664245

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4. TO RECEIVE POLICE COMMUNITY SUPPORT OFFICERS REPORT

Pcso Boyle reported the following:-

- There had been three thefts from outbuildings in Burnt Oak Road and one from Spout Hill. Please report any suspicious vehicle or other activity via the 101 phone number or website. He is to investigate if supplies of shed alarms are still available from Sussex Police for distribution.
- He was reminded of the situation in New Road regarding vehicles parking too close to the South Street junction and advised that on recent visits no vehicles were parking in a manner to justify action. Registration numbers of any vehicles parked dangerously in this area should be sent to him for follow up.

5. TO RECEIVE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 27TH FEBRUARY 2014 FOR APPROVAL AS A TRUE RECORD AND MATTERS ARISING FROM THESE MINUTES.

It was RESOLVED that the Minutes of the Meeting held on 27th February 2014, copies of which had been previously circulated to Members, be confirmed as a true record and the Chairman signed them.

6. UPDATE FROM CLERK REGARDING MATTERS ARISING AND ACTION ITEMS FROM PREVIOUS MEETING.

7h) Update regarding costing for additional Christmas Lights.

He has spoken to Festive Illuminations who arrange these for the Village and awaits further information regarding these.

7i) Dog issues.

Clerk has yet to contact Millennium Green regarding this issue both on their land and in New Road; this is with a view to producing a joint Parish Magazine/Courier article.

7. TO CONSIDER INFORMATION AND MAKE DECISIONS IF REQUIRED REGARDING ACTION FOR THE FOLLOWING ITEMS:-

a) Selection of candidate for co-option to fill the current vacancy on the Council.

There was one candidate for this vacancy, Mr. Philip Dixon, and it was RESOLVED that he be co-opted to the Council to fill the current vacancy. After signature of the acceptance of office document, he was welcomed to the Council and joined the meeting. CLERK to update and circulate contact lists and advise WDC.

b) Finalise arrangements for Agenda of Annual Parish Meeting and format of meeting.

Agenda circulated prior to meeting. Clerk advised that responses have been received from seven local groups and organisations who wish to have a small display at the meeting. RESOLVED that agenda drafted by Clerk be used for the meeting, CLERK to circulate and display.

c) Nomination of local projects to receive funds from the Wealden Community Dividend Scheme.

Details circulated to Councillors prior to meeting. The only suggested use for funds received so far is for repairs to the Scout Hut roof, other suggestions made by Councillors at the previous Council meeting were for Church related projects, further enhancements to the Play area or for the Sports Club. Cllr. Hiles declared an interest at this point as he is connected with Rotherfield Scout Group. A further suggestion at the meeting was for the money to be used to start funding for a possible skateboarding facility in the Village. RESOLVED to carry forward to the agenda of the April Meeting for a decision. Cllr. Standley (in his capacity as WDC Leader) advised that the deadline for receipt of applications is 31st December this year.

d) Practical means by which the Parish Council may encourage use of local businesses and shops and information regarding the WDC "Streets Ahead" project.

Email circulated regarding this project offering a visit and presentation from the WDC Community and Regeneration Manager. RESOLVED Clerk to liaise with WDC to arrange a meeting/presentation to be held on a date after the Annual Parish Meeting, this to allow it to be publicised there. To be on a "non meeting" evening with Parish businesses invited.

e) Strategic matters for SALC to raise at the half-yearly meeting with the Sussex Chief Constable.

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SALC have advised that they still wait the minutes from the meeting held in November. It was RESOLVED to raise the same issues again as below:-

- Local Pcsos are endeavouring to enforce parking restrictions but in several areas the yellow lines are indistinct to the point of being unenforceable and hampering their work. They and the Parish are pressing County to rectify this, could pressure be brought from higher levels to reinforce these efforts?
- The presence of Pcsos and Pcs to assist in "Speedwatch" sessions is welcome. It is appreciated that operational needs mean that this is infrequent; could consideration be given to providing a dedicated resource to attend "Speedwatch" session more regularly to exercise enforcement as appropriate?

f) Acceptance of quote from contractor for grave digging work in the Cemetery.

Quote from KPS contractors is to be carried forward to the agenda of the April 8th Recreation and Burial meeting as the Chair of the committee is not at this meeting to provide his input, CLERK to note.

g) Information, further action and agreement of responses for correspondence relating to the Diesel Spill incident in the Recreation Ground Car Park July 2013.

Solicitor has been contacted by the insurers of the vehicle involved seeking further information regarding the damage and requesting core samples to substantiate the area deemed as requiring repair, Clerk has requested information on insurer's exact requirements regarding the core sampling.

h) Acceptance of quote for memorial bench, agreement of site in Recreation Ground and installation arrangements. Cost to be funded by donation from a Parish family.

Family have requested a bench from recycled material, details sent separately to Councillors.

Arrangements to be made by Council and cost covered by donation from family, details as follows:-

Bench	£549
Carriage	£90
Plaque	£55
Fitting	£100
	<u>£794</u> (ex Vat).

RESOLVED to proceed with order for bench and liaise with family regarding siting requirements. Cllr. Wickenden has kindly offered to receive the order and store item pending fitting.

i) Signature of ESCC Licence agreement relating to fingerposts in the Parish.

Documents circulated to Councillor's prior to meeting. Cllr. Merriman has kindly offered to inspect the document to see if it covers the requirements of the Parish Council, has taken paper copy CLERK to send digital copy to him.

j) Arrangements for publication of agenda for Planning and Building Committee Meeting, Finance and General Purpose Committee meeting (both 22nd April) and April Council meeting (24th April) all due during Clerk's holiday.

Clerk is off week commencing 14th April. Agenda for the April Council meeting on the 24th, and meeting of the Finance and General Purpose and Planning Building Committee's (both on the 22nd) will need publishing, circulating to Councillors and posting in our boards no later than the 17th April. The Council Chairman has agreed to deal with this, CLERK to produce agenda as far as possible prior and liaise re: publishing.

k) Review of Clerk's current pay scale point on the National Salary Scale.

Currently on National Pay Scale salary, point Scale LC1, point SCP26 (details circulated). Clerk requests consideration for advance on to SCP27 (top level) which will increase hourly rate from £11.665 to £12.052, an increase of £669.24 over a year. RESOLVED send details of request to Chair so that this may be discussed and added to agenda of the forthcoming Finance and General Purpose Committee meeting.

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8. TO RECEIVE MINUTES OF COMMITTEE MEETINGS & MATTERS ARISING.

The minutes of the following meeting have been circulated to all the Councillors:-

- 11th March 2014 – Planning and Building Committee.

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It was RESOLVED that the above minutes be adopted by the Council.

The draft minutes of the 18th March 2014 Highways Lighting and Transport Committee have yet to be circulated and will added to the agenda of the April meeting.

9. TO RECEIVE REPORTS

• Other committees and sub-committees

None.

• Councillor “Have Your Say” session.

- Cllrs. Harris and Thomas hosted the session held on the morning of 8th March in the Memorial Institute. This was attended by representatives of the group that attended the event in July at which the diesel spill damage occurred to the car park adjacent to the Recreation Ground.

- The next session is on Good Friday 19th April and will be part of the Easter Egg Hunt. Council have a table allocated in the Hall.

• Meetings attended on behalf of the Parish Council.

Cllr. Kitchenham attended a meeting of the Village Hall Committee and had expressed concern that the map of the Parish had been removed and resited away from the Parish Council room. CLERK to write to Hall expressing the Council’s concern at this stating that the map was of benefit at their meetings for identifying locations. CLERK and Cllr. Wickenden to bring the large-scale copies of the Parish Maps they hold to the April meeting so that display of these may be discussed.

• Clerk’s report and issues. None.

10. TO RECEIVE FINANCE INFORMATION

- Bank Reconciliation and review of expenditure against Budget to end of February 2014.

It was RESOLVED that these be accepted and the Chairman signed them.

- Approval of Payments.

It was RESOLVED that the following payments be made-

PAYMENTS

**Payments are made using the General Power of Competence
as contained in the Localism Act 2011.**

**The Power was adopted by Rotherfield Parish Council at their
monthly meeting held on 29th December 2012**

CHEQUE NO.	PAYEE	DETAILS	AMOUNT
801733	H.M.R.C.	Tax and N.I. for March	£455.04
801734	Trevor Thorpe	Clerk's expenses for March	£120.79
801735	Rotherfield Village Hall	Hall hire for meetings - February	£33.00
801736	PJI Contract Packaging Ltd	Street sweeping and litter picking	£300.00
801737	Konica Minolta	Photocopier/printer usage	£41.08
801738	E.S.C.C.	Energy and maintenance costs for street lighting 2013/14	£5,163.47
801739	E.S.C.C.	Replacement LED unit for column 17	£584.62

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801740	S.L.C.C.	Clerk's subscription	£184.00
801741	Mr & Mrs. J. Sweeney	Allotment rent due 24th March 1/2 year	£500.00
801742	S.S.A.L.C	LCR magazine subscription	£17.00
801743	Tollwood Garden Services	Start of season tidy of Burial Ground and Cemetery	£400.00
801744	Rotherfield Allotment Association	Grant support	£150.00
801745	East Sussex A.L.C Ltd	Annual Subscription to S.A.L.C and N.A.L.C.	£881.05
801746	A.C. Moaby	Various Rec., Highways and Burial Ground work.	£255.00
Total			£10,476.26

CREDITS

PAYMENT FROM	DETAILS	AMOUNT
Santander Bank	Interest on 4711394 for February	£46.04
NALC	Refund of postage on returned book	£5.60
Rotherfield Primary School	Contribution toward Recreation Ground maintenance costs	£500.00
Dignity Memorials	Memorial fee	£80.00
Total		£631.64

TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

GENERAL CORRESPONDENCE

- **CPRE** – Information regarding annual subscription and the “Save Our Countryside” charter.
- **Wealden DC** – Advice of increase to dog bin emptying charge, £5.05 per empty from April 1st.
- **Saxonweald** – Invitation to celebration of their 1000th new build home 22nd April.
- **Veolia Environmental Services** – Information regarding visits to the Newhaven Energy Recovery Facility. These are conducted on Tuesday mornings. Any Councillors who are interested please contact the Clerk.
- **Wealden DC** – Advise of Non domestic rates for Old Burial Ground and Cemetery – as with previous years both have had 100% small business rate relief applied.
- **Sustrans** – Appeal for funds for repairs to storm damaged cycle routes.
- **Rotherfield Memorial Institute** – Letter of thanks for grant toward cost of replacement porch.

CIRCULARS AND MAGAZINES

- **Wealden DC** – March 2014 Parish Bulletin.
- **Saint-Chéron en Bref** – No. 305.
- **Sussex Area Ramblers** – March 2014 “Now Open”.
- **SLCC** – The Clerk Magazine March 2014.
- **Clerks and Councils Direct** – March 2014
- **NALC** – LCR Spring 2014.
- **Wealden DC** - Business Focus issue 40.

11. TO RECEIVE INSPECTION BOOK & REPORTS

These were signed by the Chairman, no health and safety issues had been identified by the reports. No Health and Safety issues or concerns regarding Parish Land have been raised by the Public.

CLERK to investigate report of gap in fence between Court Meadow Green and Old Burial Ground and arrange repair as necessary.

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12. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 1st April 2014 – Planning and Building Committee, followed by meeting of the Land Acquisition Advisory Group.
- 8th April 2014 – Recreation and Burial Committee.
- 22nd April 2014 – Planning and Building Committee followed by a meeting of the Finance and General Purpose Committee.
All of these meetings will be held in the Parish Council Room, Rotherfield Village Hall, starting at 19:30
- 24th April 2014 – March Council Meeting. Mark Cross Village Hall starting at 19:30.

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

- Contractor has quoted £40 per hour for flailing of verge on B2100 Palesgate Lane to Village; this work will be undertaken on an “as required” basis during the growing season.
- Fly tipping in Limekiln Forest reported by a nearby resident and a burned out caravan (the second in the last three years) was reported by another resident earlier in the year. Clerk has asked WDC for statistics relating to fly tip incidents in this area for discussion, alongside other Parish byway issues, at the May Highways Committee meeting.
- King’s Arms. Another vehicle struck the building last week causing damage; driver failed to stop and take responsibility. CLERK to circulate progress report from ESCC to Councillors regarding project to seek ways of eliminating this issue and add item to May Highways Committee meeting agenda to discuss and agree action. It is considered that signage at Mark Cross is too small and too close to the B2100 to allow vehicles time to choose and alternative route and that this should be raised with the ESCC team.
- CLERK to add item to May Highway agenda to discuss views expressed that a pedestrian crossing should be installed in the Village centre.
- Concerns raised by a Parishioner by untidy appearance caused through wares displayed on the pavement by a village shop. Chairman is to discuss this with the business concerned.
- CLERK to report pothole/poor road surface in Sham Farm Road and by Jarvis Brook rail bridge.
- CLERK to liaise with contractors and Sports Club regarding access to play area to install new play item. Access required by a “Transit” style vehicle, this to be via “1200” path and will require temporary removal of bollards near entrance to car park.

The Chairman declared the formal business of the meeting closed at 21:30.

14. PUBLIC FORUM.

- A Parishioner present had intended to raise concerns regarding a large 4x4 vehicle parked partially on the bank at the Hall/Rec car park entrance but had been pleased to note that the Council’s contractor was installing bollards there today to discourage this in future.
- Reported that a stile on footpath 10a near Steep Road has acquired a “Private – no right of way” sign despite being a public right of way, CLERK to raise with ESCC Rights of Way team.

Confirmed as a true record at the 24th April 2014 meeting of the Council

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