

# 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 14<sup>TH</sup> OCTOBER 2014 IN ROTHERFIELD MEMORIAL INSTITUTE.

### PRESENT

Cllr. L. Pike (Chairman)	Cllr. T. Gilbert	Cllr. J. Kitchenham
Cllr. R. Harris (Vice Chairman)	Cllr. P. Halse-Adamson	Cllr. D. Thomas
Cllr. P. Dixon	Cllr. D. Hiles	Cllr. N. Wickenden

### ABSENT

None.

**ALSO ATTENDING.** The Parish Clerk, Trevor Thorpe. No members of the public attended.

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

None received.

**2. TO RECEIVE DECLARATIONS OF PECUNIARY AND OTHER INTERESTS.**

The Committee Chairman declared a personal interest in item 6ii as he is a friend of the Contractor. The Chairman reminded those present that they should declare an interest if they became aware of one at any point in the meeting.

**3. TO APPROVE MINUTES OF MEETING HELD ON 19<sup>TH</sup> AUGUST 2014 AS A TRUE RECORD.**

It was RESOLVED that the minutes of this meeting, copies of which have previously been circulated to the all the Council members, be confirmed as a true record. The Chairman signed the minutes.

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

Numbers refer to agenda of 19<sup>th</sup> August meeting of this Committee.

**7i** Wicksteed have carried out the required works identified in their annual inspection.

**7iv** Clerk to arrange site visits from possible providers of equipment to seek their suggestions/costings for the area concerned. Indications from SLCC and NALC are that funds held in reserve may be transferred to General Reserve.

**7vi** Crowborough Town Council does not wish to undertake inspections, Clerk is investigating training sources for these.

**7vii** It is hoped that this will progress shortly and that plans can then be used for a specification and invitation to tender for the work.

**7viii** Minor remedial work on play canopy has been undertaken by maker, invoices settled and grant for the cost paid by Rotherfield Trust. Payment of Vat reclaim by HMRC still awaited, it is understood that this is currently a national issue.

**7ix** Final design passed to donor for approval prior to order.

**7x** Issue has resolved itself as alternative arrangements/site has been made for the requested Hog Roast.

**7xi** Signs received, together with replacement for the one in the playground, and passed to Tony Moaby for installation.

**9i** Mole catchers has visited and caught two, one below the football pavilion and one on the corner of the lower football pitch, the one between the pavilion and bowls club seems to have moved on. Cllr. Harris reported that Mole activity appeared confined to the lower field at the Cemetery currently, CLERK to advise Mole Catcher.

# ROTHERFIELD PARISH COUNCIL

Working for the Community

in Rotherfield, Town Row, Mark Cross, Eridge Green, Boarshead and surrounding areas

## TO CONSIDER INFORMATION & MAKE DECISIONS REGARDING THE FOLLOWING MATTERS

### 5. ALLOTMENT ISSUES

**i. Update regarding any Allotment matters and actions required.**

Correspondence has been copied to the Council, and noted, regarding the replacement fencing around the allotments. No action is considered necessary.

### 6. GENERAL RECREATION AND BURIAL ISSUES

**i. End of season review of grass cutting and review of cut list for 2015.**

Details of current list circulated to the meeting. RESOLVED that CLERK arrange the following additions to the cut list for contractor to provide quote:-

Beginning of June, end of July and end of August cuts for the following areas:-

- a. Lift overhanging grass and growth from bank alongside pavement adjacent Station Road from Hornshurst Road steps to footpath to Chant Lane. Arisings to be removed.
- b. Footpath from Station Road to Chant Lane. Cut back grass and other foliage overhanging footpath.
- c. Overhanging hedges affecting fp22B New Road – King’s Arms.
- d. Monthly. Hedge around entrance path to Village Hall to be cut back.

Clerk reported that the start of season weed killing in the Rec., Burial Ground and Cemetery had not been invoiced hence presumably not done. CLERK to enquire if Contractors have certification required to undertake this as alternative arrangements will be needed if they do not.

**ii. Review Litter Picker/Street Sweeper’s remuneration and duties.**

Current duties circulated, a monthly litter pick of Eridge Forstal bus has been added since originally agreed. Email from Contractor detailing the area and frequency covered was read to the meeting and increase in hourly rate paid discussed. The following points were raised:-

- Monthly invoices are divided in a 2:1 basis between Highways and Rec. and Burial budgets representing split of duties, July 2013 Council Meeting Minutes refer.
- Many comments had been received from Parishioners regarding the good work done and tidy appearance of the area.
- Proposed increase to £12 per hour was excessive in view of current economic situation.
- Based on payment on a contractor basis £10 per hour is cheap, Parish Council do not have to account for NI, Tax or Holidays as would be the case if work undertaken by a Council employee. PL insurance Cover, tools, and own vehicle are provided by contractor and included in the hourly rate paid.
- Clerk advised that Cllr. Clibbens, who is not a member of this Committee, had expressed the view that there was no justification for an increase.
- Clerk also reported that since start of financial year average weekly hours calculated from invoices submitted was 5.89 and in line with the agreed 6 hours per week.

RESOLVED that hourly rate be increased to £12 per hour from October invoice, CLERK to advise contractor.

**iii. Information and action arising from recent incident involving the roundabout in the Play Area.**

Details have been circulated to Councillors, incident involved child jumping off roundabout whilst in motion and trapping foot under it. This resulted in a chipped or possibly fractured ankle bone involving a plaster cast. Clerk had temporarily “taped” off the roundabout pending

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

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

Telephone: 01892 664245

E-mail: [rotherfieldpc@yahoo.co.uk](mailto:rotherfieldpc@yahoo.co.uk)

# ROTHERFIELD PARISH COUNCIL

Working for the Community

in Rotherfield, Town Row, Mark Cross, Eridge Green, Boarshead and surrounding areas

decision on action at this meeting, it was reported that this tape had been removed the same weekend, presumably a reflection of the popularity of this item. Clerk also reported that the annual inspection by Wicksteed on 22<sup>nd</sup> May had marked the item as “satisfactory condition”, weekly visual inspection are made of this and other items in the play area and other than this incident no comments had been made to the Council regarding the roundabout.

RESOLVED that no further action required regarding incident and that roundabout should continue in use.

## 7. RECREATION GROUND AND CAR PARK.

### iv. Issues and actions arising from safety inspections of Recreation Ground & Play Area.

Play area 20<sup>th</sup> September, Recreation Ground 22<sup>nd</sup> September. No safety issues identified. Reported that cattle warning signs on boundary hedge by Club House appeared to have been vandalised, CLERK to liaise with PcsO regarding this, investigate damage and arrange replacements.

### v. Diesel Spill on car park. Progress update regarding claim & further action.

Coppards to revisit and requote, no further developments.

### vi. Review waste bin requirements for hall, size of bin and/or collection frequency.

Contractor reports that current 360L with bi-weekly collections is inadequate for volume of waste picked up. Direct365 quote that increase to weekly collections with current bin would cost £345.80 pa, a 660L bin with bi weekly collections retained would cost £271.18pa. RESOLVED CLERK to arrange upgrade to a 660L with initially bi-weekly collections with Direct365 and inform our litter picking contractor.

### vii. Approach from Sports Club regarding repairs to safety netting by the Bowls Club and request for contribution toward cost.

Clerk has obtained information from English Cricket Board regarding possible grant sources, together with information regarding possible suppliers. Information has been passed to Sports Club for them to investigate and come back to Parish Council with designs/costs for consideration. CLERK monitor and add to agenda once more information made available from Sports Club regarding specification of nets and costs involved.

## 8. ST DENYS' BURIAL GROUND

### i. Issues and actions arising from monthly safety inspections.

28<sup>th</sup> August – No safety issues identified.

## 9. ROTHERFIELD PARISH CEMETERY

### i. Issues and actions arising from monthly safety inspections.

28<sup>th</sup> August – No safety issues identified.

## 10. TO CONSIDER URGENT ITEMS ON BEHALF OF OTHER COMMITTEES

### Highways Lighting and Transport Committee

#### • Quote from Contractor for repair work to bus shelter opposite Mark Cross Inn.

Cllr. Pike declared a personal interest in this item as he occasionally assists this contractor. It was RESOLVED to accept quote from Tony Moaby of £292 to dig out soil from rear and remove all weed and bramble growth. Break up and cracked and loose screed and rescreed floor. Install new

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

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

Telephone: 01892 664245

E-mail: [rotherfieldpc@yahoo.co.uk](mailto:rotherfieldpc@yahoo.co.uk)

# ROOTHERFIELD PARISH COUNCIL

Working for the Community

in Rotherfield, Town Row, Mark Cross, Eridge Green, Boarshead and surrounding areas

wood for three decayed panels and reseal roof. Contractor recommends a coat of Aqua Seal (not included in quote) once roof has been repaired, due to size of cavities this may prove difficult. CLERK to advise Contractor to proceed and indicate cost of Aqua Seal recommended for consideration.

## 11. TO RECEIVE DATE OF NEXT MEETING OF THIS COMMITTEE.

- 25<sup>th</sup> November 19:30 in the Parish Council Room, Committee's budget and precept requirement to be agreed at this meeting.

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

- Cllr. Kitchenham reported that a Parishioner had contacted him regarding a tree overgrowing her land from a neighbouring property. CLERK to investigate, it is suggested that the landowner be advised that they are entitled to cut the overhanging growth and return it to the owner.
- CLERK to arrange a meeting of the Land Acquisition Advisory Group for after the 28<sup>th</sup> October Planning and Building Committee.
- CLERK to investigate recycling bins in Station Road car park which were full to overflowing at the weekend. WDC to be requested to clean these as they occasionally smell.
- CLERK to obtain quote from Tony Moaby for trimming newly laid hedge surrounding bottom field of Cemetery, this be undertaken before nesting season begins in March; also to ensure that the newly dug ditch here is kept clear. It is considered that the ditch is effective in draining water from the Cemetery area and that consideration should be given for including in 2015/16 budgets spraying of bracken and bramble surrounding the lower field.
- Annual Inspection of trees on Parish Land. Meet in Cemetery Car Park at 13:00 on Monday 20<sup>th</sup>.
- Lime Trees to rear of Car Park at Village Hall require crowns raising, to be added to list of suggested works arising from above Inspection.
- Clerk reminded that the plaques for the two Jubilee Oak trees have yet to be installed.
- Tony Moaby has made emergency repairs to manhole in car park which was dislodged by debris and rainwater during recent storms. Two barrow loads of debris dug out, rodding or jetting is recommended CLERK to obtain quote from Coppards regarding this. Drain runs to soak away near Chestnut Tree.
- Light timer issues in Court Meadow Close appear to have resolved themselves.
- CLERK to investigate spoil dumped in lower field at Cemetery, assumed to be from memorial installation.

The Chairman declared the formal business of the meeting closed at 20:40.

## 13. PUBLIC FORUM.

None.

**Confirmed as a true record at the 25<sup>th</sup> November 2014 meeting of the Committee**

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