



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 30TH JUNE 2016 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL**

COUNCILLORS PRESENT

Cllr. D. Thomas (Chairman)	Cllr. T. Gilbert	Cllr. A. Martin
Cllr. R. Harris (Vice Chairman)	Cllr. L. Henrick	Cllr. N. Wickenden
Cllr. J. Cahan	Cllr. J. Kitchenham	Cllr. L. Watts

COUNCILLORS ABSENT

None

ALSO PRESENT

- The Parish Clerk, Trevor Thorpe, Cllr. R. Standley (ESCC) and Cllr. P. Dixon (WDC).
- One member of the public.

1. TO RECEIVE THE FOLLOWING:-

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

Cllr. A. Watson-Smith and Cllr. D. Hiles submitted apologies for absence via email; although these messages were sent and received prior to the meeting they were not read until after. PcsO Julie Pearce-Martin had also advised that she was unlikely to be able to attend the meeting.

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

None. The Chairman reminded those present that they should declare an interest if at any point during the meeting they became aware of one relating to a matter being discussed.

c) District And County Councillor reports.

Key points of Cllr Standley's report were as follows:-

- B2101 Bicycle Arms Road speed limit reduction. Notice advertising this proposal will appear in the local press on July 8th. If there are no objections raised then it is anticipated that the work to implement the limit reduction will take place within 12 weeks. If objections are raised the scheme will be subject to consultation.
- ESCC continue to face financial challenges. A deficit had been forecast but it is now hoped to "break even".
- Patient Transport. Recent meeting of the Council's Health Overview and Scrutiny Committee (HOSC) had discussed concerns regarding the quality of the service provided by the new contractors who took over the running of this service across Sussex in April. Since the takeover, the standard of service has been unacceptable.

Key points of Cllr. Dixon's report were as follows:-

- Pleased to report that the recent EU referendum had attracted a response from 80% of the Wealden electorate. Wealden was the third last area to declare their results.
- The free Wealden Food and Wine Festival will be held at Pevensey Castle on 16th and 17th July.
- He is always happy to assist with planning matters in the Parish.

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- Enquired regarding progress with the installation of CCTV camera on King's Arms. Cllr. Martin updated that additional information had been submitted to the WDC Conservation Officer dealing with the case and hoped that this would speed progress.
- Several Councillors commented on the new signs recently installed at the Station Road car park and at other locations in the District. It was considered that the signs were unnecessarily large and intrusive even for urban areas. Cllr. Dixon is to make enquiries regarding the matter and report back.

d) Police Community Support Officer's report.

Our PcsO, Julie Pearce-Martin, has advised that 1st July is her final day serving the Parish before transferring elsewhere within Sussex. The meeting unanimously agreed that a letter sent to Julie on behalf of the Council giving thanks for her service and support to the residents and organisations in Rotherfield and other local areas.
ACTION for CLERK to write letter of thanks.

e) To resolve that the minutes of the Council Meeting held on 26th May 2016, and the Planning and Building Committee Meeting held on 7th June, be taken as read, confirmed as a correct record and signed by the Chairman.

- **Minutes of the 26th June Council Meeting.**

Councillor Cahan commented that she had tendered an apology for absence, as noted in the minutes, which also noted that she was present. It was also noted that no Vice Chairman was shown for the Highways Lighting and Transport Committee although it was recalled that Cllr. Watson-Smith had been appointed to the post, as Cllr. Kitchenham was temporarily unable to fulfil the role. Cllr. Kitchenham advised that he was happy for Cllr. Watson-Smith to continue in the post.

It was RESOLVED that the above amendments were approved and that the minutes be signed as a true record.

ACTION for CLERK to note these amendments on the digital copies of the minutes.

- **Minutes of the 7th June Planning and Building Committee meeting.**

Concerns had been raised in correspondence by a Parishioner that the draft minutes as published did not present a true record of the meeting. Five of the Councillors present at the 7th June meeting were also present at this meeting. The following was RESOLVED.

Due to doubts as to recollections regarding items 4a) ii and iii of the Planning and Building Committee meeting draft minutes of 7th June 2016 that items 4a) ii and iii be deleted from the minutes. These will then be signed as a true record of the meeting and Wealden DC advised of the change in comments as submitted to them in respect of the Planning Application to which this relates.

Councillors who were not present at the 7th June meeting did not vote on this resolution.

Clerk advised that the Parishioner concerned had requested that the names of the Councillors voting in favour of a motion under this agenda item be recorded. Council Standing Orders item 3p provides that a request to record this detail may only be made by a Councillor. No Councillor requested that the names be recorded.

CLERK to arrange for signing of the minutes to be signed as per resolution and for amendment of the published digital copy to show the deletions.

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

Numbers reference the agenda items for the Annual Council Meeting/May monthly meeting held on 26th May.

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5. Records, noticeboards and website yet to be updated to reflect new Council/Committee responsibilities.
6.
 - i. Added to August agenda for further consideration.
 - j. On advice of solicitor letter sent to complainant in response to issues raised with precept increase. Letter summarised rights to inspect accounts and provided copies of statutory notice, drew attention to fact that expenditure details are published in monthly minutes and that Parishioners were welcome to attend these meetings.

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

a) Consider request under the Freedom of Information Act for release of notes relating to minutes of the 7th June Planning and Building Committee meeting.

Clerk stated that:-

- He had no issue with the release of his notes taken at the meeting, and on which the draft minutes were based, should the Council so resolve.
- His notes were the only previous version; they formed the basis of the typed draft minutes as published on the Council's website, and circulated via Social Media.
- Digital copies of the draft minutes were circulated to all Parish Councillors via email on June 8th, the day after the meeting, at 10:34 p.m.; prior to that, they had not been viewed by any Councillors or other persons.

Legal advice received regarding the release of the notes written at the meeting as a basis of the published draft minutes is that the request should be viewed under Section 21 of the Freedom of Information Act 2000. The Council can then decide whether it considers them exempt from disclosure under the act as information accessible to the applicant by other means. It was **RESOLVED** that Council will not release the notes as they add nothing to the draft minutes as already published and in the public domain.

b) Resolution required by Santander for removal of signatories from bank account. This is required Santander for the removal of the following Councillors who are now no longer serving:-

- | | | |
|----------------------|-----------------|-----------------------|
| - Christopher Prince | - Les Pike | - Peggy Halse Adamson |
| - Colin Clibbens | - Nicola Bolton | |

Current signatories remain as The Clerk, and Cllrs. Harris, Wickenden and Gilbert and it is recommended that two more signatories be added.

RESOLVED to instruct Santander to remove the former Councillors listed above from their list of signatories.

ACTION for CLERK to compile letter to be signed by three current signatories authorising removal as above; letter to be accompanied by copy of the relevant section of these minutes when adopted to be signed by two Councillors present at the meeting.

c) Report from Cllrs. Watts and Henrick re: management of agenda and minutes.

Report circulated prior to meeting. Key suggestions were as follows:-

- Dropbox or similar web based file sharing site be used for circulation of documents among the Councillors to reduce proliferation of emails.
- With effect from the Communications and Media Committee meeting of July 5th meetings will be sound recorded on a trial basis with a view to permanent introduction if this is a success; as with current draft minute paper copies the recording will be destroyed once the minutes have been approved as a true record.
- Initially recording will be via a mobile phone, with future purchase of dedicated digital recorder if necessary;
- Aim should be for circulation of draft minutes no later than 5 working days after the meeting concerned.
- Minutes to include a separate action point summary at the end.

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- Use of voice dictation software to be investigated. Clerk is investigating what is available and wishes to obtain a “free trial” copy to evaluate if there any benefits. Standing Orders were briefly suspended to allow the Parishioner present to offer assistance in this respect; he is shortly to start work for a company providing a product of this type.

RESOLVED to adopt the above suggestions, also to form working group to consider and suggest changes to processes and procedures to improve efficiency and ease Clerk’s workload. Working party is to cover the following:-

- Introduction of appraisal, review of job description and Terms of Reference/delegated powers for Clerk.
- Use of technology.
- Work that could be dealt with by Councillors rather than Clerk.

Clerk has circulated questionnaire to local Councils suggested by SSALC as being of equivalent size and structure and will report results; will also keep a “work diary” to assist with identifying priorities.

The Chairman thanked Cllrs. Watts and Henrick for their work in compiling the report and to the Clerk for his input to date.

d) Amended date for July Council Meeting and changes to Clerk’s holiday date.

See also following item.

RESOLVED to move date of July meeting to Tuesday 26th July.

ACTION for CLERK to check room availability and report to Councillors/raise awareness of change via noticeboards and digital media.

Clerk may move his holiday date currently w/c 15th August to w/c 29th August and will advise Councillors if this arrangement becomes firm.

e) Agree deadline date for receipt of applications for co-option to fill the two Councillor vacancies.

Clerk advised that July Parish Magazine would contain details of the vacancies and application process; public notices now displayed in noticeboards and bus shelters. One application received so far, another applicant has indicated an interest but may be on holiday when applications are considered. RESOLVED that applications be considered at the July Council meeting, revised date as agreed under previous agenda item, and application deadline is Friday July 22nd.

ACTION for CLERK to circulate details of this deadline and annotate posters accordingly.

f) Agree response to the WDC Open Space, Sports and Recreation Assessment Survey.

As agreed at the 14th Recreation and Burial Committee meeting Cllrs. Harris and Gilbert presented a draft response to this meeting.

RESOLVED that the response be submitted to WDC.

ACTION for CLERK to submit Council’s response.

g) Resolution on policy regarding drone flights over Council Property.

Clerk’s suggestion at the recent meeting of the Recreation and Burial Committee was that the following phrase be included in the “Terms and Conditions for use of Parish Facilities...” as part of the current review of Parish Council Policies and other documents.

“...the flying of drones over Parish Council owned land is not permitted unless it is in conjunction with the filming of an organised event previously authorised. In this case permission may be granted if the drone operator provides evidence of a minimum £10m Public Liability insurance cover and production of a risk assessment with mitigation measures included relating to the operation and specific site.”

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It was RESOLVED that "...The flying of drones on Parish Council land is not permitted unless expressly considered and authorised by the Parish Council" is to be included in the updated version of the "...Use of Parish Facilities" document.

h) Resolution for permission to use Council's "Martlet" logo at Rotherfield School "Council Meeting".

Format of proposed session to be held Parish Council Meeting Room September 14th was circulated; Chair will be giving a talk on Local Government to the 'Year 6' class on September 13th as preparation. RESOLVED that permission granted for use of the logo in connection with this event that will be hosted by Cllrs. Cahan, Thomas and Watts.

i) Resolution regarding arrangements and insurance issues for installation of Christmas Lights.

Cllrs. Harris and Henrick had compiled report regarding Council's current policy with AON. This clarifies the following:-

- The Council has no cover of its own for organise drone use but is covered under the public liability section of the Policy. AON and the Council should expect any organiser granted permission to fly drones to have at least £10m insurance cover and all Health and Safety requirements to be in place and checked.
- Christmas Lights. Written consent must be obtained from property owners concerned regarding the securing of lights and "sign off" of the electrical work must be obtained.
- £10m Public Liability cover must be evidenced by organisers of firework displays.
- Aon has advised that any organiser of a firework display must have the same level of public liability cover as the Council and, as with Christmas Trees and lights, should conform to the Special Events and Activities Guidelines.
- It would be considered prudent to notify our insurers when any higher risk events take place.
- It is recommended that, as the policy provides a high level of cover at a cost comparable with other providers, we continue with AON as our insurers.

RESOLVED that the above conditions be noted and observed for future events.

ACTION for Cllrs. Martin, Harris and Clerk to liaise regarding Christmas Light work and review permissions already held for attaching lights to buildings in Village Centre.

The Chairman thanked Cllrs. Harris and Henrick for their work in compiling the report

j) Resolution re: Purchase of Vehicle Activated Sign.

Cllr. Martin reported that progress had been made in obtaining consent from ESCC regarding various sites at which this may be deployed.

RESOLVED that item be included on the agenda of the 12th July Highways meeting for update on progress. Provided this is satisfactory, cost of device is within the £3500 budget allocated, and permissions have been forthcoming from ESCC the Committee may agree and progress the purchase of the item from Swarco.

ACTION for CLERK to add item to agenda of forthcoming Highways meeting.

k) Resolution re: Purchase of height restriction barrier for Recreation Ground entrance.

Cllr. Martin reported that indicative cost of this is in the order of £1K plus installation. To reduce risk of uprights being cut the hollow tubes are to be filled with concrete; to accommodate refuse vehicles and other pre-arranged access by high vehicles the barrier will be locked by either key or combination. RESOLVED to add to forthcoming Recreation and Burial Committee meeting to update progress and consider authorisation of purchase and installation.

ACTION for CLERK to add to agenda of the meeting.

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- l) Resolution re: Recommendation to re-join the Ashdown Forest Tourism Association.**
RESOLVED not to re-join, as benefit of membership was not evident.
- m) Resolution re: Request for support toward cost of Twinning Association Tour of the Houses of Parliament.**
Letter requesting support for this visit circulated prior to meeting.
ACTION for Chair to obtain more information, visit is not until summer 2017.
- n) To receive the minutes of committees and to approve and confirm recommendations contained therein and as far as requisite, the action taken by them. To note the acts and proceedings of committee meetings.**
- Planning and Building Committee Meetings 7th and 28th June.
 - Recreation and Burial Committee Meeting 14th June.
- o) Reports from meetings attended on behalf of the Parish Council.**
- “Raising the Roof” project – Cllr. Martin attended the recent meeting of this group and the draft minutes have been circulated. Item to be added to agenda of forthcoming R & B Committee meeting.
 - Rotherfield Primary School fete. Cllr. Henrick and Watts attended. They reported that it had been a very worthwhile exercise that gave the opportunity to meet and speak with many Parishioners. Communications and Social Media Committee are to consider ways of raising profile of Council’s Website, Twitter and Facebook at these events.
 - Cllr. Gilbert reported that at the recent Sports Club meeting rabbits and dog fouling had been raised as issues.
 - SLR meeting with ESCC Highways Officer – minutes had been circulated detailing issues discussed.
 - Cllr Henrick attended CPRE and Sussex Wildlife forum re: Councils commenting on Planning Applications from an environmental aspect. Also attended a worthwhile Wealden DC presentation re: code of conduct and member’s interests. Clerk has circulated the presentation from this to the Councillors.
 - Cllrs. Wickenden and Harris had held a site meeting in the Rec. with a relative of a former Village resident regarding the planting of a tree in their memory. Item to be added to agenda of forthcoming Highways Committee agenda to agree details CLERK to ACTION.
 - Sussex Police are holding a Police Roadshow Update for Councils on July 6th at Lewes. Either Cllr. Watts or Cllr. Watson-Smith is hoping to attend on behalf of the Parish Council.
- p) Clerk’s updates and issues.**
Still struggling to reduce backlog. Minutes are up to date with regard to producing finished drafts; the exception is the Annual Parish Meeting. Action points remain outstanding from the most recent meetings of the Highways, and Recreation and Burial Committees and the Finance Committee. As previously noted, Clerk is making enquiries of other local Parish Council of comparable size regarding their staff resources and responsibilities. Will report when information received.
- q) Agree items for next Parish Magazine column.**
It is suggested that the Communications and Media Committee produce this in future, of or that Committee Chairs could compile in turn. This will be discussed at the forthcoming meeting of the Committee. Clerk reported that the deadline for the Magazine is generally 15th of the month.
- r) Check and sign Annual Return document in advance of Internal Auditor visit.**
Auditors identified errors in the return, which they could not balance; these arose due to incorrectly coded items in the account. Clerk has worked with the Software provider who have identified and corrected his errors, this has required removal and reinput of income and expenditure items since start of financial year. Amended return requires

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sign off and auditors are returning after their holidays to complete audit and final sign off so that document can be submitted to external auditors.

RESOLVED that CHAIRMAN sign off the return. CLERK to ACTION posting updated details on website and noticeboards.

3. TO RECEIVE FINANCE INFORMATION

- **To Approve Bank Reconciliation at end of May 2016 and review of expenditure against Budget to date.**

RESOLVED that these be approved; ACTION for CLERK to amend budget to take into account the changes agreed at the March meeting of the Council; corrections initiated by accounting software provider had overwritten these amendments.

- **Resolution to approve of payments due.**

It was RESOLVED that the following payments be made:-

List of Payments made between 13/06/2016 and 01/07/2016

Date Paid	Payee	Chq. No.	Amount	Authorisation	Transaction Detail
14/06/2016	Tollwood Garden Service	802145	£400.00	June R&B meeting 6a)	Weed killing work
30/06/2016	Trevor Thorpe	802146	£1,535.02		June salary
30/06/2016	H M R C	802147	£490.19		June tax and NI
30/06/2016	Trevor Thorpe	802148	£89.28		June expenses/ reimbursements
30/06/2016	Rotherfield Sports Club	802149	£350.00		June pitch cutting
30/06/2016	Teambase	802150	£86.30		Stationery
30/06/2016	Wealden District Council	802151	£288.00		Dog bin emptying Apr - June
30/06/2016	Graham Long	802152	£114.60		Mole catching Cemetery and Rec.
30/06/2016	A. Martin	802153	£93.30		Weedkilling in Cemetery
30/06/2016	Wealden Citizen Advice Bureau	802154	£300.00		Replacement for chq 802115
30/06/2016	EMS Design and Print	802155	£192.00	C&M Committee	Fee for new logo design
30/06/2016	Rotherfield Village Hall	802156	£50.60		Hall hire for May meetings
30/06/2016	Konica Minolta Ltd	802157	£41.08		Photocopier use June - August
30/06/2016	C.D. & J. Jeffries	802158	£288.00		Picnic table for Rec.
30/06/2016	Shaw & Sons Ltd.	802159	£117.88		New Grant of EROB book
30/06/2016	Tollwood Garden Service	802160	£2,410.00		June grass & hedge work
30/06/2016	Phil Ireland	802161	£403.20		Street sweeping/ litter picking
Total Payments			£7,249.45		

Receipts between 28/05/2016 and 30/06/2016

Date	Received from	Details	Amount
05/06/2016	East Sussex County Council	Room hire for consultation	£69.60
29/06/2016	Rotherfield Village Hall	Light & Bollards contribution	£840.79

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28/06/2016	Tester and Jones	Additional fee K25	£10.00
28/06/2016	Tester and Jones	Burial fees M15	£965.78
28/06/2016	Tester and Jones	Burial fees P25	£826.40
Total Receipts			<u>£2,712.57</u>

4. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- CPRE Sussex Annual Report for 2015
- The Uckfield Railway Line Parishes Committee minutes of 11th May meeting and agenda for the 13th July meeting.
- Tunbridge Wells Samaritans – letter of thanks for support grant.
- Spa Valley Railway “Starter” magazine summer 2016 Edition.

5. TO RECEIVE INSPECTION BOOK & REPORTS

These were signed by the Chairman. No items of concern were noted nor have any been raised with the Council relating to the areas covered by the inspections

6. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 12th July – Highways Lighting and Transport Committee
- 19th July – Planning and Building Committee.
- 26th July – Monthly Council meeting.

All of these meetings are to be held in the Parish Council Room at Rotherfield Village Hall starting at 19:30.

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

- Clerk has reported three cars to Operation Crackdown for parking matters.
- Changing format of the meeting room seating layout is to be trialled.
- Cllr. Wickenden requested addition of item to forthcoming Highways Committee meeting to discuss reinstatement of wood chipping path next to old rail bridge at Town Row. CLERK to action.
- New picnic bench has been delivered and place midway between play area and car park alongside the “1200 path”. Clerk reported that a contribution had been promised to cover the cost of repairing the children’s picnic bench that had been vandalised.
- Chair had received a phone call from a resident who regularly uses the “St Cheron Path”. They complimented the Council for arranging to have the hedges cut back, also the work of the contractors, CLERK to pass comments on to them.

The Chairman declared the formal business of the meeting closed at 22:00

PUBLIC FORUM

- St Denys’ Church wishes to hold another “Messy Church” event in the Recreation Ground and will be submitting a formal request in due course.
- The editor of the Magazine is standing down after the July edition. A replacement is sought to allow this to continue, details of the post to be provided to the Council so that the profile of the vacancy may be raised via digital media.

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

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ACTIONS ARISING FROM 30th JUNE 2016 PARISH COUNCIL MEETING		
MINUTE REF:	ACTION	RESPONSIBILITY
1d)	Letter should be sent to Pcso on behalf of the Council giving thanks for her service	CLERK
1e)	Note amendments to May minutes on the digital copies	CLERK
1e)	Arrange for 7 th June P & B minutes to be signed as per resolution and for amendment of the published digital copy to show the deletions.	CLERK
2b)	Compile letter to be signed by three current signatories authorising removal of old signatories; letter to be accompanied by copy of the relevant section of these minutes when adopted to be signed by two Councillors present at the meeting.	CLERK
2d)	Check room availability for 26 th July and report to Councillors/raise awareness of change of meeting date noticeboards and digital media	CLERK
2e)	Circulate details of deadline for receipt of applications for co-option and annotate posters accordingly.	CLERK
2f)	Submit Council's response to WDC leisure facilities survey	CLERK
2i)	Liaise regarding Christmas Light work and review permissions already held for attaching lights to buildings in Village Centre.	Cllrs. Martin, Harris and Clerk
2j)	Add item to forthcoming HL&T agenda to finalise purchase of VAS	CLERK
2k)	Add item to forthcoming Recreation and Burial Committee meeting to update progress and consider authorisation of purchase and installation of height barrier for Rec. Car Park	CLERK, Cllr. Martin
2m)	Request for support toward cost of Twinning Association Tour of the Houses of Parliament. Contact Association for further detail and indication of sum sought	CHAIR
2o)	Add item agenda of forthcoming Highways Committee agenda to agree details of memorial tree for planning in Rec.	CLERK
2r)	Post updated Annual Return details on website and noticeboards.	CLERK
3	Amend budget to take into account the changes agreed at the March meeting of the Council; corrections initiated by accounting software provider had overwritten these amendments.	CLERK
7	Add item to forthcoming Highways Committee meeting to discuss reinstatement of wood chipping path next to old rail bridge at Town Row.	CLERK

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