



**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 29<sup>TH</sup> SEPTEMBER 2016 AT 19:30  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL**

**COUNCILLORS PRESENT**

Cllr. D. Thomas (Chairman)	Cllr. A. Hardy	Cllr. A. Martin
Cllr. R. Harris (Vice Chairman)	Cllr. L. Henrick	Cllr. J. Richardson
Cllr. J. Cahan	Cllr. J. Kitchenham	Cllr. G. Watson Smith
Cllr. T. Gilbert	Cllr. D. Hiles	Cllr. N. Wickenden

**COUNCILLORS ABSENT**

None.

**ALSO PRESENT**

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

**1. TO RECEIVE THE FOLLOWING:-**

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

An apology was submitted by Cllr. L. Watts.

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

Cllr. Wickenden declared a personal interest in respect of item 2 viii) as the site in question is owned by a relative.

The Chair reminded Councillors that they should declare an interest if at any point in the meeting they became aware of one in connection with an agenda item.

**c) District And County Councillor reports.**

**Cllr. R. Standley's (ESCC) Report** appended as a supplement to these minutes.

The following questions were posed to Cllr. Standley.

**Q. Work to close off Mark Cross slip road under "match funding" scheme.** Although the match funding contribution on behalf of the Parish Council is not affected, it is understood that the total cost of the work undertaken was in the order of £38K rather than the £20K original price quoted. Who was controlling the cost of the contract?

A. Cllr. Standley will make enquiries and report; Mark Cross falls within Cllr. Whetstone's division and he will be appraised of the situation.

**Q. New ESCC Highways Contract.** It is understood that there are around 300 jobs left outstanding by the previous contract holders. Who will complete them and have ESCC already paid for the work to be undertaken?

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A. New contractors will take over these outstanding items. Contractors are not paid until the work has been completed therefore ESCC has not parted with funds for work not done by the previous contractors.

**Q. Temporary traffic Control in the Village Centre.**

Cllr. Hiles reported that this would be installed shortly to allow workers to safely repair the damage caused to his property through large vehicle strikes. At the "last minute" he had received notice from ESCC that it was a condition that the lights needed an operative in attendance at all times when the lights were in use and this had considerably inflated the cost of the exercise.

A. Cllr. Standley will investigate and report.

**ACTION** for **CLERK** to ensure that our County and District Councillors receive copies of the agenda prior to monthly meetings.

**Cllr. P. Dixon (WDC)**

- Updates were provided on three outstanding planning applications affecting the Parish. Clerk recommended that Councillors view online the recording of the recent Planning Committee North meeting that has approved the application for the mobile phone mast in the Village.
- The Boundary Commission have confirmed the amended District Council Wards, which had endorsed the suggestion for a Hadlow Down and Rotherfield Ward.
- Community Grants Scheme. Application deadline is at the end of November.
- Wealden DC is proposing to set up a Council owned housing company to encourage the build of affordable housing and other regeneration activities.

Q. New signs for Wealden DC car parks. Many comments had been received criticising the size of the new signs which is considered excessive, particularly in rural areas.

A. Cllr. Dixon will investigate and report.

**d) Minutes of the Council Meeting held on 25th August 2016 for confirmation as a correct record, and signature by the Chairman.**

The Chairman Cllr. Thomas considered that the wording of item 2d) relating to the Rotherfield Parish War Memorial Centenary Project did not reflect what had been agreed. Details of his suggested corrections were shared with the meeting and it was **RESOLVED** that these minutes be adopted with the amended wording as a true record of the meeting and they were signed by the Chairman.

**ACTION** for **CLERK** to include the amended working in the paper and digital versions of the 25<sup>th</sup> August minutes.

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

<b>MINUTE REF:</b>	<b>ACTION</b>	<b>UPDATE</b>
<b>2c)</b>	Letter to the Twinning Association in St Cheron offering thanks for recent gift and reiterating strength of the Twinning arrangement.	Letter sent.
<b>2d)</b>	Rotherfield Parish War Memorial Centenary Project.	Update please from Councillors concerned.
<b>2e)</b>	Update and further action re: approach from	See item 2 viii on the agenda of this

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“Shared Access” concerning funding opportunities arising from installation of telecoms equipment on Council owned land. meeting.

- 2f) Closed slip road at Mark Cross. Update and information regarding outstanding issues. Cllr. Martin has discussed this matter with ESCC representative. ESCC have agreed to defer payment of the “match funding” by the sponsor until the project has been completed to the Council’s satisfaction
- 2g) Agree maximum budget, specification and other details for height barrier for Rec. car park entrance. On agenda of the 18<sup>th</sup> October Recreation and Burial Committee meeting to agree further action.

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

### i Formation of a “Working Group” to identify & make recommendations re Parish “Conservation Verges”.

Cllr. Martin commented that the area by the Mark Cross Millennium Green did not appear to have any formal protection or official status as a “Designated Wildlife Verge” for which rules regarding timing of grass cutting apply. Cutting back the overgrowing brambles in this location would encourage growth of the orchids in this area.

**RESOLVED** the following:-

- **Cllr. Watson-Smith’s** offer to be responsible for reviewing areas of the Parish and recommending those considered worthy of nominating to ESCC for “Wildlife Verge” status was accepted.
- **Cllr. Martin** is to please clear the Brambles from the verge in question at Mark Cross.

### **ACTIONS**

**Cllrs. Watson Smith and Martin** to actions as above.

Cllr. Thomas to forward photographs and other information of flowers growing on the Mark Cross verge in question

### ii Structural testing of streetlamp columns; Receive report and agree further action where required.

Report and other documents circulated. Four of the columns have been noted as having electrical installation issues “Cat 1 Danger present”; these are 44 New Road, 92 Cottage Hill, 69 Hornshurst Road and 13 in Mayfield Road. Reported to ESCC for attention, Clerk considers that work identified is covered by our ESCC maintenance agreement; most recent copy held is from July 2013, up to date details requested. The contents of the report have been noted.

### iii Report from Cllr. Watts re: “Village Gateways” for Mark Cross. Agree further action.

Cllr. Watts not present at this meeting.

**ACTIONS. Cllr. Watts** to advise Clerk when information is available so that item may be discussed and action agreed at a future meeting.

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**i Street sweeping and litter picking. Agree final updated list of duties and responsibilities.**

Clerk advised that our Street Sweeper is to be unavailable from this weekend until next April and he has arranged for a substitute to undertake the work during this period. Clerk is to check that we have evidence of Public Liability cover for £10m held by this Contractor and ensure that it extends to the substitute who cannot undertake any work until this is confirmed; their contact details are to be obtained.

**RESOLVED** the following:-

To agree Updated wording of areas to be swept/litter picked, and conditions regarding personal safety. The Contractor and any others engaged by him to undertake these duties must sign a copy to agree the conditions and cannot undertake work until this has been done.

**ACTIONS**

Clerk to send Contractor copy of above document and ensure that it is signed and returned by him or his substitute prior to his departure; insurance details to be checked and confirmed to Councillors that they provide valid cover for public liability of £10m for those undertaking this work as contractors for the Council.

**ii Agree meeting frequency for 2017 and consider possible alternative venues within the Parish.**

Draft schedule of Council and Committee meetings for 2017 circulated.

**RESOLVED** that the dates were confirmed and that two of the monthly Council meetings will be held in Mark Cross, the School have indicated that we may use their premises for these. Cllr. Hardy is to contact school to agree suitable dates.

**ACTIONS** for **CLERK** to liaise with Rotherfield Village Hall to ensure that the dates chosen are available and added to their booking diary. Cllr. Hardy to report dates of Mark Cross meetings to Clerk so that venue may be booked and schedule updated.

**iii Bus shelter at Mark Cross. Consider and agree use for funds allocated to this project now that ESCC have advised that, due to sighting issues, the site chosen is inappropriate for this use.**

Cllr. Watson Smith reports that around 30 schoolchildren wait for the bus by the shelter opposite the Mark X Inn – this shelter is larger than our “standard” design. £7K in budget for bus shelters, for which the replacement shelter at Eridge Forstal will account for £2068.

**RESOLVED** to defer decision on use for these funds this until the Slip Road closure project has completed; some Council funds may be required for this to enable installation of additional bollards and replacement of the wooden ones by the parking area opposite the Church.

**iv Christmas Lights. Agree arrangements for installation and “light up date”.**

**RESOLVED** that that quote of £1150 from Festive Illumination for installation/removal of lights plus provision and installation of 26, 5’ spruce trees be accepted; “Light Up” will be on Sunday 27<sup>th</sup> November at 19:00 this being after the St Denys’ Advent Service.

**ACTION** for **CLERK** to advise arrangements to Festive Illumination and advise Wealden DC “Streets Ahead” team for details to be published in their diary of events and activities for Christmas.

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- v. **Receive details of outcome of WD/2016/1276/F Highfields Farm planning application for telecoms mast; consider further action re approach from “Open Access” for a mast in the Recreation Ground.**

Wealden District Council North Planning Committee meeting of 22<sup>nd</sup> September approved the application. “Shared Access” advise that they are to contact the operators concerned to see if there if they may still wish to consider the alternative of siting the mast in the Rec.

**RESOLVED** to take no further action with this matter until update received from “Shared Access”.

- vi. **Consider publication of a Parish Council newsletter in 2016.**

The Communications and Social Media Committee have agreed to produce a Newsletter to be mainly distributed via website and social media with some paper copies for distribution via Parish businesses. Committee Chairs to provide reports by end of November.

**RESOLVED Clerk** to carry forward item to October monthly meeting agenda to agree publication details.

**ACTIONS** for **Committee Chairs** to prepare reports and submit to the Communications and Social Media Committee by end of October. **Clerk** to add to October agenda.

- vii. **Appointment of additional signatories for the Council’s bank accounts.**

**RESOLVED** to appoint Cllrs. Martin and Henrick to be additional signatories.

**ACTION** for **Cllr. Martin** and **Henrick** to complete application form and pass to Clerk with additional id information required by our bank so that details may be checked and forms submitted.

- viii. **Consider Council’s response to the Department for Communities and Local Government (DCLG) consultation containing proposals regarding council tax referendum principles for Parish Councils.**

**RESOLVED** that **Council Chair** and **Vice Chair** examine the consultation and draft response.

**ACTION** for **CLERK** to determine expiry date for response to the Consultation, and pass to Chair and Vice Chair.

### **3. RECEIVE AND ADOPT COMMITTEE MEETINGS MINUTES & MATTERS ARISING.**

Draft minutes of the following meetings have been circulated to Councillors:-

- i. 30<sup>th</sup> August 2016 – Planning and Building Committee.
- ii. 6<sup>th</sup> September – Communications and Social Media Committee.
- iii. 13<sup>th</sup> September – Highways Lighting and Transport Committee.
- iv. 20<sup>th</sup> September 2016 – Planning and Building Committee.

The above draft minutes have been circulated in advance to the Councillors. It was **RESOLVED** to note and approve the acts and proceedings of these committee meetings and confirm recommendations contained therein and, as far as requisite, the action taken by them.

### **4. TO RECEIVE OTHER REPORTS AND CONSIDER ACTIONS ARISING FROM THEM**

- a) **Other committees and sub-committees.**

None.

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**b) Meetings attended on behalf of the Parish Council.**

**Cllr. Gilbert - Village Hall Committee.**

- Issue of proposed height barrier was raised. The Committee were advised that a key would be made available to them for the barrier to allow entry to authorised large vehicles. Waste collection contractors would also hold a key
- Vehicles parking and obstructing route in front of hall for emptying waste bins. Hall has deployed a large traffic cone in this location that so far has proved to be a suitable reminder to users of the parking bay concerned. Parish Council are to consider permanent solution to issue at the forthcoming Recreation and Burial Committee meeting.

**Cllr. Thomas – Rotherfield Primary School.**

- Had recently held a session with Year 6 Pupils regarding the history of Parliament and the work of Local Government as part of their Democracy Studies.
- Had chaired a 2 hour School Council Meeting held in the Parish Council Room, with children filling the roles of 8 councillors and the others members of the public who all spoke on the 4 items the class had chosen for the Agenda. These were new sport items for the recreation ground, a ban on HGV vehicles using village roads, and the need for a pedestrian crossing in the village centre.
- The meeting closely followed council procedures with discussion, proposals and votes taken. Council Chairman and Vice Chairman, Cllr. Harris, who assisted were struck by the Pupil's detailed preparation, skill in developing ideas and imaginative ways of overcoming problems and raising money for projects, and their eagerness to debate their point of views but change when persuaded by other Child Councillors. Both sessions have been well received by children and parents.

**Cllrs. Hardy, Richardson and Henrick.**

- These Councillors had all attended a SSALC New Councillor Training Course that was considered to have been worthwhile.

**Cllr. Thomas.**

Had attended a site meeting at the Cemetery with a manager of KPS, our grave digging Contractors. This was to discuss the Council's and a local funeral directors concerns regarding tidiness standards for grave digging, particularly the condition of spoil excavated that faced bereaved families when they entered the Cemetery for an interment. KPS have agreed that artificial grass will be used to cover excavations for graves prior to infilling.

**c) Clerk's updates and issues.**

Clerk had attended the quarterly Wealden Clerk's meeting which on this occasion was hosted by ESCC Highways at their main depot at Ringmer. An insight was obtained of the ambitions and aims of the new organisation and the use of their website for reporting and monitoring incidents.

**d) Items for next Parish Magazine column.**

Suggestions and articles to Cllr. Henrick by 15<sup>th</sup> October please.

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**5. TO RECEIVED AND APPROVE BANK RECONCILIATION AS AT END OF AUGUST 2016, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND APPROVE PAYMENTS.**

It was RESOLVED that the payments listed below be authorised, that bank reconciliation as at end of August 2016 is approved.

Clerk reported that he will undertake a half year budget review and report any recommended adjustments at the October Council meeting.

**ACTION** for **CLERK** to add item to the October agenda.

<b>Date Paid</b>	<b>Payee Name</b>	<b>Chq. No.</b>	<b>Amount</b>	<b>Transaction Detail</b>
29/09/2016	Trevor Thorpe	802197	£1,535.02	September salary
29/09/2016	H M R C	802198	£498.69	September tax and NI
29/09/2016	Trevor Thorpe	802199	£69.60	Expenses & reimbursements
29/09/2016	Teambase	802200	£41.22	Stationery
29/09/2016	T.C. Woodgate	802201	£290.00	Moles in Rec. and Cemetery
29/09/2016	Datacenta	802202	£8.00	Website Hosting costs
29/09/2016	James and Liz Sweeney	802203	£500.00	Allotment rent September
29/09/2016	Konica Minolta Ltd	802204	£51.08	Photocopier Jun - Aug
29/09/2016	Tester and Jones	802205	£3,700.00	Fee reimbursement <b>(1)</b>
29/09/2016	WDALC	802206	£30.00	Sub. for y/e March 2017 <b>(2)</b>
29/09/2016	SSALC Ltd	802207	£330.00	New Cllr. Training x 4
29/09/2016	Festive Illuminations	802208	£1,150.00	Lights and Trees for 2016
29/09/2016	Direct365Online Ltd	802209	£330.38	Cemetery bin costs
29/09/2016	Swarco Traffic Ltd	802210	£2,335.12	SID traffic sign balance
29/09/2016	Phil Ireland	802211	£371.70	Sweeping and litter picking
29/09/2016	Rotherfield Village Hall	802212	£48.00	August hall hire
29/09/2016	A. Martin	802213	£102.00	Turfing for Cemetery graves
29/09/2016	Rotherfield Sports Club	802214	£325.00	Pitch grass cutting
29/09/2016	KPS Contractors Ltd	802215	£72.00	Slabs and labour for M15
29/09/2016	Tollwood Garden Service	802216	£1,280.00	September cutting
29/09/2016	PKF Littlejohn LLP	802217	£720.00	External audit costs
29/09/2016	Teambase	802218	£7.91	Stationery
29/09/2016	Teambase	802219	£65.97	Ink cartridges
29/09/2016	KPS Contractors Ltd	802220	£1,207.86	Gravedigging Costs
<b>Total</b>			<b>£15,069.55</b>	

<b>Date received</b>	<b>Payer</b>	<b>Amount</b>	<b>Receipt Description</b>
08/09/2016	Tester and Jones Ltd	£700.00	Interment fee E12
08/09/2016	Tester and Jones Ltd	£3,000.00	Interment fee E12
19/09/2016	Tester and Jones Ltd	£155.00	Memorial fee for P24
19/09/2016	Tester and Jones Ltd	£400.00	Grant and burial fee P18

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**Total** £49,247.50

### Notes

- (1) Authorised at the 20th September Planning and Building Committee meeting item 6)  
(2) Authorised at the 1st December 2015 meeting of the Finance and General Purpose Committee item 4b) i.

### 6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- i. Wealden DC Information re: Walshes Park SANGS site and visits - details have been circulated to Councillors.
- ii. Rotherfield Primary School. Thanks from pupils in response to recent sessions hosted by Chair and Vice Chair re: democracy.
- iii. Spa Valley Railway - "Starter" magazine edition 59.
- iv. Clerks and Councils Direct – September 2016 Edition.
- v. Santander - Confirmation that details of signatories who are no longer Councillors have been removed from their records, and confirmation that Clerk with Cllrs. Gilbert, Harris and Wickenden remain authorised signatories on the bank accounts.
- vi. Programme for 2016 Carnival courtesy of the Bonfire Society.
- vii. St Chéron en Bref - Edition 329.
- viii. Clerk Magazine - September 2016
- ix. NALC Magazine - Summer and Autumn editions
- x. PKF Littlejohn LLP. Annual Return for 2016 "Signed Off". Clerk will arrange publication as per statute and investigate comments regarding display date of publication notice in June.

### 7. TO RECEIVE INSPECTION SHEETS & REPORTS FOR COUNCIL LAND AND ASSETS

There were no issues identified as requiring action, and the Chairman signed the reports.

### 8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- i. 11<sup>th</sup> October – Planning and Building Committee – **Scout and Community Youth Hall.**
- ii. 18<sup>th</sup> October – Recreation and Burial Committee to include agreement of Budget and Precept requirements.
- iii. 27<sup>th</sup> October – Monthly Council Meeting.

These meetings start at 19:30 and, other than where noted, will be held in the Parish Council Room, Rotherfield Village Hall. Members of the public and press are welcome to attend.

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

- i. Clerk reminded Councillors that there is an item on the October agenda "Adoption of revised policies, terms of reference and other governance documents".
- ii. **CLERK** to circulate Cllr. Kitchenham' suggested amendments to the petition which will be promoted by Church Road residents to highlight their concerns regarding surface conditions and vehicle speeds.
- iii. Recent vehicle incident at Mark Cross has damaged handrail at start of public footpath alongside the Garden Centre. The steps adjacent are in poor condition.  
**ACTION** for **CLERK** to investigate and report to ESCC Rights of Way team.
- iv. Cllr. Wickenden asked for update regarding the NALC "Quality Council" scheme.  
**ACTION** for **CLERK** to investigate and report details of the replacement scheme.

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- v. **ACTION** for **Cllr. Henrick** to liaise with CLERK regarding collection of Parish photograph kindly offered by local photographer for use on our website; letter of thanks to be sent.

The Chairman declared the formal business of the meeting closed at 22:02

**10. PUBLIC FORUM.**

None.

**Confirmed as a true record at the 27<sup>th</sup> October 2016 meeting of the Parish Council.**

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

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