



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

**MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL
HELD ON THURSDAY 30TH NOVEMBER 2017 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

COUNCILLORS PRESENT

Cllr. R. Harris (Chair)	Cllr. T. Gilbert	Cllr. J. Kitchenham
Cllr. L. Henrick	Cllr. N. Glynn	Cllr. A. Martin
Cllr. J. Cahan	Cllr. A. Hardy	Cllr. J. Richardson
Cllr. G. Farmer	Cllr. D. Hiles	Cllr. G. Watson-Smith
		Cllr. N. Wickenden

COUNCILLORS ABSENT

None.

ALSO PRESENT

T. Thorpe, Clerk. Cllr. R. Standley (ESCC), Cllr. P. Dixon (WDC), three members of the public and three representatives of Rotherfield St. Martin regarding item 3 i).

1. TO RECEIVE THE FOLLOWING: -

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

All Parish Councillors were present. Cllr. Standley submitted an apology for absence on behalf of Cllr. F. Whetstone (ESCC).

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

None. The Chair reminded the Councillors that if they became aware of a disclosable interest at any point in the meeting they should declare it.

c) District and County Councillor reports.

- Cllr. Standley's report contained the following key points: -
 - Budgets for 2018/19 are being considered, £21m needs to be saved with a further £20m in 2019/20. Some changes will be unavoidable with money very tight and difficult decisions to be made.
 - The "Stand Up for East Sussex" campaign and petition to Central Government aims to encourage fairer funding for the Council by calling on the Government to give the county a fairer deal, re-think the resources it gives to East Sussex and highlight to it the real difficulties that cuts in funding mean for many people who live here.
 - The "Get A Grip" campaign to encourage school attendance had attracted an 11K signature petition objecting to the campaign's tone; sufficient signatures have been received to trigger a Council debate on the issue.
 - Rotherfield Surgery. Willing to assist with this issue. He and Cllr. Dixon have met the local Clinical Commissioning Group and are happy to meet with the doctors if it was thought that this would assist. Suggests that the Council "tread carefully" regarding purchasing the Surgery as this may not be the answer to the problem which appears to more an issue of income rather than of capital.
 - A question was raised regarding bus services supported by County as Kent County Council are withdrawing support to some of their funded services. Advised that East Sussex had gone through changes in this area around 18 months ago; some routes have been passed back to commercial operators and were still running.
- Cllr. Dixon's report contained the following key points: -

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- Echoed Cllr. Standley's comments regarding the Surgery matter and had been pleased to hear and see the Radio and TV reports on the issue.
- Clearly, we do not wish to lose the Surgery and more pressure/publicity could influence both the Surgery and CCG to reconsider.
- Hopes that nothing will change in the short term and it is difficult to see how the Brook Surgery would cope with more patients from Rotherfield, and from new building in Crowborough.
- Planning permission for houses behind St Peter's Mead was submitted earlier in the year under reference WD/2017/0246/O. Decision remains outstanding regarding this, due to environmental issues created by proximity to the Ashdown Forest. Considers it to be a reasonable sustainable site in a good position.
- The Boundary Commission are undertaking a review of Parliamentary Constituencies with the final date for submissions of 11th December.

d) Minutes of the Parish Council meetings held on 26th October 2017 for approval as a true record.

These had been circulated to the Councillor's in advance of the meeting and it was **RESOLVED** they be adopted as a true record and signed by the Chair.

e) Update regarding matters arising & action items from previous meetings. Items from October 2017 meeting: -

i. Agree Council's response to the High Weald Lewes Havens Clinical Commissioning Group regarding the proposal for closure of Rotherfield Surgery.
Response agreed at the 21st November Council meeting and sent to the HWLH CCG. Item 3 i) on this agenda relates to this ongoing matter.

iv. Agree meeting arrangements and frequency for 2018.
Details of desired dates sent to Hall for their consideration, response awaited regarding meetings that may require relocating due to other bookings. It was reported that the internet should be available at Mark Cross Community Centre in the next couple of months at which point meetings could be held there.

v. Consider quote submitted by East Sussex Highways for UKPN to connect the recently re-installed lamp column 34 in Catt's Hill.
Highways advise that relocating new column to the site of the "stump" of its predecessor would incur the same re-connection as below: -

- Traffic Management £777.70.
- Joint Bay £242.00.
- Uplift to undertake the works as a same day dig, joint and reinstate £572.00.

The Clerk had contacted ESCC to see if the work could be done coincident with the resurfacing of the road next week but this seemed unlikely. **CLERK** to add item to December PCM agenda for a decision on this matter.

2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF AUGUST 2017, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND APPROVE PAYMENTS.

i. Budget, other financial reports and actions arising.
Information circulated in advance of the meeting. **CLERK** is to review and correct the allocation of costs for the End of Year closedown and Annual Return. It was **RESOLVED** that the bank reconciliations be accepted.

ii. Approval of payments.
It was **RESOLVED** that the following payments be made: -

Payee Name	Reference	£	
HM Land Registry fees DD	DD	£3.00	Information enquiry

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NEST Pension Contribution	DD	£67.94	Contributions for Aug. & Sep.
HM Land Registry fees	DD	£6.00	Information enquiry
NEST Pension Contribution	DD	£33.97	October contributions
St. Deny's & St. Marks Magazine	802419	£10.00	Digital subscription for 2018
Adam Hardy	802420	£15.00	Projector cable
Tollwood Garden Service	802421	£836.40	Grass and hedge cutting
T.C. Woodgate	802422	£168.00	Pest control - Rec.
Direct365Online Ltd	802423	£18.40	Excess weight charge Rec. bin
SSALC Ltd	802424	£14.40	Training books
Burslem	802425	£88.80	Memorial repair Old Burial Ground
E.M.S. Design and Print	802426	£57.52	Banner for Council for use at events
Teambase	802427	£110.02	Stationery
Coppard Plant Hire Ltd	802428	£335.84	Wood chipper Hire
William J. Clark	802429	£255.00	Hedge and grass cutting
East Sussex Highways	802430	£600.00	Feasibility study for Mark Cross
Rotherfield Village Hall	802431	£88.20	Hall Hire costs June & Oct.
Trevor Thorpe	802432	£94.82	Expenses/reimbursements
Parish Twinning Association	802433	£200.00	Twining visit grant
Phil Ireland	802434	£680.40	Litter picking/street sweeping
Trevor Thorpe	802435	£1,509.38	November salary
H M R C	802436	£485.31	November Tax & NI
Rotherfield Football Club	SO	£325.00	Grass cutting
Total Payments:		<u>£6,003.40</u>	

Receipts information

Name of Payer	£	Details
H M Revenue & Customs	£1,865.58	VAT reclaimed 1/7 - 31/10
Dignity Funerals Ltd	£150.00	Ashes interment fee L10
Dignity Funerals Ltd	£115.00	Plot excavation cost L10
Tester and Jones Ltd	£170.00	Memorial fee plot P18
Tester and Jones Ltd	£50.00	Inscription fee M22
Total Receipts:		<u>£2,350.58</u>

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

i. Rotherfield Surgery. Receive updates from recent meetings and agree further action.

Key points were as follows: -

- Cllrs. Harris, Henrick and Kitchenham recently met with the CCG at their Lewes Offices
- It was confirmed that a decision on the closure proposal would not be made at the CCG's 5th December meeting and that they would be giving "full and due consideration" to the matter. It is considered that the pressure from the Community, as evidenced at the Village Hall meeting may have affected this.
- First Steering Committee meeting had been held with one of the Practice Doctors and the situation remains fluid.
- Many local surgeries are in a similar position and the Practice continue to seek a solution to the problems they face
- Today the East Sussex Healthcare NHS Trust, who are involved in 'Secondary Care', expressed an interest in working with the Surgery.

Various questions were raised: -

- If the Parish purchased the Surgery who would manage the site to maintain a GP presence there?

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- If the Partners wished to retire how could the Brook Health Centre continue?
- Long term solution was needed, and the interest of Rotherfield St^t. Martin in being involved with a solution to the issue has been raised at the meetings with the Surgery.
- The Surgery League of Friends could be a vehicle for raising funds to support.
- It is understood that an up to date valuation of the Surgery is to be undertaken shortly.
- It was **RESOLVED** that a Working Group be formed to tackle the workload incurred by the issue and progress the proposals from the Council. Members are to be Cllrs. Harris, Henrick and Kitchenham together with Cllrs. Glynn, Richardson and Farmer and a representative from RSM.

ACTION for **CLERK** to draft terms of reference for this body and add item to the agenda of the December Council meeting to consider these for adoption.

ii. Village War Memorial Project. Progress report and update regarding fundraising.

Cllr. Hardy reported that publicity for fundraising would be appearing shortly. Meeting is scheduled for Thursday 7th December, **CLERK** to book meeting room at the Village Hall for this and add item to the December Council meeting agenda to receive an update. Cllr. Hardy advised the project had been successful in being accepted for the local Tesco “blue token” fund raising scheme in the New Year.

iii. Agree plans for future improvement work in the Old Burial Ground and Parish Cemetery.

It was reported that various Councillors had participated in Saturday “working parties” to tidy the Old Burial Ground and it is estimated that around £5K in labour costs had been saved by their efforts. Clerk reported that letters of thanks had been sent to a Parishioner who had assisted with these efforts, and two volunteers who had been encouraged to participate by Cllr. Watson – Smith. Chair proposed, and it was **RESOLVED** that special mention should be minuted to acknowledge Cllr. Watson – Smith’s contribution of his labour, specialist equipment and extra labour. The trees in the area are to be dealt with by the Council’s contractors shortly. Other improvements being considered for the area are as follows, with labour provided by the Councillors: -

- Gated access to the area via steps from Court Meadow Green.
- Repair/replacement of the benches.
- Additional hedging plants.

Cllr. Henrick to please include item in St Deny’s News regarding the works undertaken and proposed together with a general thanks to the Parishioners who supported the work with tea and cakes.

iv. Grants from the Parish Council. Consider addition of Sussex CPRE to list of recipients for 2018/19, and receive suggestions for grants to other organisations who benefit and support our Community.

Details of grants paid by the Council during this year were circulated prior to the meeting together with a letter from CPRE seeking additional funds. It was considered that for future years grants relating to Christmas Lighting should come from Highways designated budget. Clerk also advised that the grant from the Parish Council to Smith and Fermor Charity could also be directed instead to causes in the Parish and that this could be discontinued. Grants would be considered at the April Finance and General Purposes meeting.

v. Receive Feasibility Study report from ESCC regarding speed limit reduction and traffic calming/awareness measures in Rotherfield Village centre.

It was **RESOLVED** that this item be dealt with as second in this section of the agenda. The survey was only received yesterday afternoon so many have not had the opportunity to fully

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digest the contents and proposals. A key member of the team that petitioned for the measures was present at the meeting, and the various measures considered by the report were discussed. In view of the short period that had been available to consider the report it was **RESOLVED** that the item be carried forward to the 9th January meeting of the Highways Lighting and Transport Committee for agreement of further action with focus on measures to reduce the speed of vehicles entering the Village on the B2100 Church Road.

CLERK to note.

vi. Consider additional Parish sites for deployment of the Council's Speed Indicating device.

RESOLVED that new sites be commissioned at the following locations: -

- i. Packham's Hill, lower end of Station Road.
- ii. Near Town Row Bridge.
- iii. Yew Tree Lane near Hosmer's Field.

Cost of mounting poles is in the region of £40 each plus labour for installation, this can be agreed under Financial Regulation 4.1. Clerk recommended that that these new sites be formally Licenced by East Sussex Highways, it was **RESOLVED** that it is intended not to refer these sites to them. Concerns were expressed that none of the East Sussex Highways owned speed indicating signs on the A267 in Mark Cross appeared to be working, **CLERK** to raise this issue with them.

4. RECEIVE AND ADOPT COMMITTEE MEETINGS MINUTES.

5. TO RECEIVE OTHER REPORTS AND CONSIDER ACTIONS ARISING FROM THEM.

a) Other committees and sub-committees.

- 31st October Planning and Building Committee.
- 7th November Full Council Meeting including Highways, Lighting and Transport Committee Business.
- 14th November Communications and Social Media Committee
- 21st November Full Council meeting including Planning and Building committee business.

Draft minutes of the above have been circulated to Councillors and it was **RESOLVED** that the Council notes the acts and proceedings of these meeting.

b) Meetings attended on behalf of the Parish Council.

- Cllr. Richards attended a meeting of the Twinning Association. It has been learned that the Mayor of St. Chéron has been elected as a "Senatrice" of France, representing Essonne, the department in which St. Chéron is situated. This is a great honour for her and the Community. Consequently, she will be standing down as Mayor of the Town and details of her successor will be advised.
- Cllr. Gilbert attended the monthly Village Hall meeting. Reported that hire costs are being reviewed due to a reduction in the number of bookings, and a new radio microphone is to be purchased.
- Cllrs. Cahan, Richardson and Henrick have visited the Parish Primary Schools to present details of the "Considerate Parking Campaign" and associated poster competition.
- Cllr. Henrick attended a recent group visit to Gatwick Airport in her capacity as the Council's representative to the High Weald Councils Aviation Action Group. Participated in a "behind the scenes" tour and received information regarding noise management and airspace issues.

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- Cllrs. Harris, Henrick and Kitchenham have attended various meetings relating to the ongoing Surgery issue.

c) Clerk's updates and issues.

- Has recently received and circulated to Councillors an update from SSALC regarding the introduction in the Spring of the General Data Protection Regulations. Information on possible impact on workloads and office costs is yet unknown but will update as and when information is received. Cllr Farmer informed us that his employment involved GDPR.
- Enquired regarding the "roll out" of file sharing via "OneDrive". Cllrs. Gilbert, Richardson and Kitchenham are still experiencing issues with this and was agreed that a site visit from a Computer Studio technician should be arranged for Cllr. Wickenden.

d) Items for next Parish Magazine column.

- Deadline for items to be included in the January edition is Sunday 17th December. Suggestions for inclusion on the Council's page were: -
- War Memorial update/donation requests.
- Update on Surgery matters with thanks to the estimated 400 Parishioners who attended the public meeting in the Village Hall.
- Updated Cllr. contact details list – **CLERK** to send to Cllr. Henrick.
- Summary of work undertaken and planned for the Old Burial Ground, and thanks to those who supported the work party's efforts in a variety of ways.

CLERK to arrange letter of thanks to Les Pike and the Bonfire Society for their efforts in supporting the installation of the Christmas Lights in the Parish and obtaining the Christmas Trees.

6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- Clerks and Councils Direct – November 2017 Issue.
- War Memorial Trust Bulletin – November 2017.
- CPRE Countryside Voice – Winter 2017.
- CPRE Fieldwork – Winter 2017.
- CCG – Acknowledgment of Council's formal response to surgery closure proposal.

7. TO RECEIVE INSPECTION BOOK & REPORTS

These were signed by the Chair, there were no issues identified which required immediate attention.

8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 5th December Finance and General Purposes Committee, including agreement of draft budget and precept for 2018-19 for final approval by Full Council.
- 12th December Planning and Building Committee. Cllr. Hiles submitted an apology for absence for this meeting, Cllr Wickenden will chair.
- 21st December Full Council meeting including Planning and Building Committee business.

These meetings will be held in the Parish Council Room, Rotherfield Village Hall, starting at 19:30.

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

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- There will be a road closure of Catt's Hill for nine days from the 7th December to allow resurfacing work, details have been featured on Council's website and Social Media of this and the alternative bus arrangements that will apply during the closure. Comments have been received that the cutting back of foliage at the "Mayfield Turn" had improved sightlines for traffic emerging from the B2101.
- Cllrs. to please provide Cllr. Cahan updated portrait photos for the website.
- Water supply has now been turned off at the Cemetery for the Winter months, and will shortly be turned off at the drinking fountain in the boundary wall of St Denys'.
- East Sussex Highways Strengthening Local Relationships meeting scheduled for 17th January. **CLERK** to contact Highways to confirm and gather items for the agenda.
- Considerate parking letters. **CLLR. HENRICK** to arrange printing of these, 750 required. Cllrs. to be allocated areas of the Parish to mail drop these.
- **CLLR. MARTIN** is to discuss with our Street Sweeper the weeding of the pavements on Station Road.

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

10. PUBLIC FORUM.

None.

**Minutes confirmed and adopted as a true record
at the 21st December 2017 Parish Council Meeting**

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