



**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 31<sup>ST</sup> AUGUST 2017 AT 19:30  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

**COUNCILLORS PRESENT**

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

**COUNCILLORS ABSENT**

None.

**ALSO PRESENT**

The Parish Clerk, Trevor Thorpe, Cllr. R. Standley (ESCC), Cllr. P. Dixon (WDC) and four members of the public regarding item 3 i)

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

**a) To appoint a Chair for the duration of this meeting.**

It was **RESOLVED** that Cllr. R. Harris Chair this meeting.

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

An apology has been submitted by Cllr. G. Farmer.

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

Cllr. Hardy declared a personal interest as he is a member of Rotherfield Players who are involved with item 3i) on the agenda.

**d) District and County Councillor reports.**

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

- Work on the new speed limits on the A267 at Argos Hill is nearly complete, work also in progress on the B2101 High Cross to reduce the speed limit there. Clerk has published information of provisional dates for resurfacing and patching work in the Parish.
- School results. Slightly below national average and considered as "satisfactory". Difficult to compare with last year as the grading system has changed. Best school in the County based on the results is Beacon Academy at Crowborough.
- Agenda item re: dropped kerb opposite the King's Arms. In his capacity as Lead Member for Disability he would support this measure to assist with mobility and access. Is of the view that the dropped kerb would not make any difference to long vehicles turning here – the enforceable measures being introduced later in this year are hoped to stop this issue.
- Meeting Chair invited Cllr. Hiles to comment on this matter on which he has expressed concerns. Cllr. Hiles declared a personal interest in this matter as he lives in the property adjacent. He is willing for the kerb to be dropped provided a protective bollard is installed to discourage vehicles mounting the kerb and damaging his property, a listed building. Without a bollard, he considered that his property would be placed at increased risk of vehicle strikes. Independently of the Parish Council he has contacted East Sussex Highways who have refused to allow a bollard here because the pavement

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is to narrow and their concern that installation could damage drains beneath. Without a bollard, he would have fundamental objections with installing the dropped kerb.

- ESCC are in the process of issuing a licence for the work, quote has already been accepted from Coppards to undertaken installation subject to agreement of dates and traffic management measures. WDC Conservation had no issue with the work provided the existing pavers were used.
- Cllr. Standley requested that details of the project be sent to him so that the he could raise the bollard issue with Highways.

Cllr. Harris raised the matter of village parking concerns with Cllr. Standley as highlighted by Parishioners and Councillors, particularly those relating to parking on the double yellow lines in North Street. Key points of Cllr. Standley's response were as follows: -

- From both the County and District Council points of view it is a source of irritation that Sussex Police are not enforcing parking restrictions.
- Considers it a clear Police function to enforce restrictions as there are no Civil Parking Enforcement (CPE) measures in place in Wealden.
- Cllr. Standley has met with the Chief Constable who has stated that he will not provide resources to enforce parking restrictions.
- If CPE measures were to be put in place it is estimated the formalities would take in the order of two years. Set up costs estimated at £240K, annual running costs in the order of £350K. Whilst fines income could initially mitigate some of the costs this would reduce once restrictions were observed.
- Introduction of CPE would be the responsibility of County but would require consent of the District Authorities affected. Discussion are in place regarding feasibility and costs, report anticipated before Christmas.
- Councillors expressed concerns regarding the situation and that the Police appeared to be deciding which laws they chose to enforce. It is understood that the Police and Crime Commissioner supports the Police view that parking enforcement is not a priority.
- Sussex Chief Inspector has stated that, if Rother and Wealden did introduce CPE, he would provide some enforcement measures during the period prior to its introduction.
- Cllr. Standley considers it a "no win" situation; he has no desire to see "pay and display" machines on Wealden High Streets, but equally does not wish to see dangerous parking.
- Both Wealden DC and ESCC are aware of the problem.

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

- He agrees with the concerns regarding parking issues.
- Aware of issues with vehicles, some unlicensed/untaxed, being parked at Eridge Station by a car dealer. Encourages reporting to WDC of such vehicles. Unfortunately, if vehicle has a registered owner it is not considered as "abandoned" and cannot be removed.
- CCTV installation on the King's Arms to monitor vehicle strikes. Offered his assistance to resolve the issues relating to the long running issue regarding the Planning Permission for this.

Clerk commented on the "Operation Crackdown" online reporting process which he and others are using to report illegally parked vehicles. Their website states "...We do not deal with parking issues unless the vehicle is causing an obstruction that is likely to endanger life....". Clerk has been reporting vehicles illegally parked in the Village under their "unnecessary obstruction" category, and stating that vehicles are obstructing pedestrians such that they need to walk in the highway, hence endangering their lives. Regarding the parking near Eridge Station it could be considered that the fact that emergency services cannot pass between the parked vehicles could also put lives at risk.

**e) Minutes of the Parish Council meetings held on 29th July 2017 for approval as a true record.**

It was **RESOLVED** that these minutes be confirmed and adopted and the Chair of the meeting signed them.

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

Actions from July Council meeting section 3.

**b) Receive responses to tenders invited for repairs to Old Burial Ground memorials and select quote.**

The Contractor selected advises that work should commence mid-September. It is estimated as a 3 to 4-day job which they may spread over a period.

**d) Decision regarding measures to protect Scout and Youth Community Hall from damage.**

Work now completed by installation of a barrier next to the area affected.

**e) Agreement of level of Councillor contact information to be made public.**

Still ongoing, Councillor please advise Clerk when they start to use the new ".....@rotherfieldparishcouncil.co.uk" email so he may update records accordingly.

**f) Consider contribution toward Pre-School broadband monthly costs.**

£750 annual rent from ESCC has now been received and cheque issued to the Pre-School for this sum by way of agreed grant. Work to extend the Wi-Fi coverage from the Pre-School to the Scout Hut is scheduled for 5<sup>th</sup> September, both organisations have been made aware of this.

At this point, Cllr. Standley recalled that he had promised an update re: The Crematorium for Wealden at Horam. Provisional completion is for late 2018, early 2019. Cllr. Standley confirmed that there will be no provision for interments on the site although there will be an area for the scattering of ashes.

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

**i. Budget and other financial reports and actions arising.**

Details circulated to Councillors in advance of the meeting and displayed for the Councillors. Areas of budget requiring review were highlighted although no actions are currently planned to reallocate funds within the budget.

**ii. Approval of payments.**

**RESOLVED** that the payments presented to the Councillors be approved and that the cheques be signed and issued.

Payment to	Reference	Amount	Authorised Ref.	Transaction Detail
Trevor Thorpe	802328	£1,556.94		August salary
H M R C	802329	£497.11		August Tax & NI
Trevor Thorpe	802330	£31.81		August expenses/ reimbursements
A. Martin	802331	£750.60		Various small works
Direct365Online Ltd	802332	£461.77		Rec. bin & duty of care docs
Mark Cross Community Centre	802333	£250.00	July 2017 HL&T 2a)	Christmas lights grant

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St Denys' and St Mark's Magazine	802334	£4.00	Digital edition sub.to year End.
PKF Littlejohn LLP	802335	£480.00	Annual return fee 2017
Rotherfield Village Hall	802336	£37.80	July Hall hire costs
East Sussex Highways	802337	£600.00	Feasibility report
Tollwood Garden Service	802338	£1,683.00	July/August grass cutting
Phil Ireland	802339	£494.55	Rotherfield Warden duties
Rotherfield Football Club	Standing order	£325.00	Grass cutting costs for pitch
	<b>Total</b>	<b>£7,172.58</b>	

Payment from	Amount	Receipt Description
East Sussex County Council	£750.00	Pre-School rental
Tester and Jones Ltd	£408.00	Gravedigging costs reimbursement
	<b>Total</b>	<b>£1,158.00</b>

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

#### i. "Raise the Roof" project for the Village Hall - Update from Rotherfield Players.

Details relating to the project schedule have been circulated in advance and Andrew Miller of the Players addressed the meeting with the key points as follows: -

- It is wished to progress with project for which the Council and Village Hall had given their approval.
- Seek approval from the Council for the project schedule, commencing with Planning Consultation and approval.
- Council have questions regarding the funding and construction.
- VAT considerations. Clerk commented that the situation was similar with that presented to the Council when the Scout Hut was refurbished. In both instances the buildings are owned by the Parish Council but operated under licence by the Village Hall Committee and the Scouts respectively. However, the Scout Hut is only used by other organisations to a limited extent; this is not the case with the Village Hall. Unclear if this would affect the VAT status; on file are various HMRC documents completed in respect of the VAT element of that project. Accountants used for VAT advice re: The Scout Hut project will be approached in due course regarding the VAT status of this project.
- Chair of Rotherfield Village Hall Management Committee was present, and confirmed that the Committee had no objections to the Players proceeding to the planning application stage.
- Councillors noted that the Scout Hut project involved extensive repair to the building; the "Raise the Roof" project relates to proposed extension work to an existing building.

**RESOLVED** that the Parish Council confirm that the Players may proceed with the Planning Application in the name of the Council, **CLERK** to research/report cost of the application which is reduced if in the name of the Council. **CLLR. HARRIS** is to act as the contact point for the project.

#### ii. War Memorial Project. Report from Cllr. Hardy re: costs and funding sources.

Report circulated prior to the meeting. Key points of Cllr. Hardy's report to the meeting were as follows: -

1. Those represented on the War Memorial Working Party are all keen to work

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together to drive the project to a successful conclusion based on the approved design and location.

2. They consider that the £12K cost of the Memorial is an attainable goal to achieve.
  3. Fundraising. Three key sources identified: -
    - a. Local sponsorship, probably via an “adopt a name” scheme.
    - b. Donations from individuals.
    - c. Engagement/sponsorship of local businesses.
  4. Agree that target date for erection in 2017 is unachievable; target date of November 2018 is felt appropriate as it represents the centenary of the Armistice.
  5. Other smaller designs could be considered if funding became an issue, although the Working Party are confident that this will not occur.
  6. Wishes to check that the Council agree to move forward on this basis.
  7. Advice sought from Clerk as to how the sponsorship monies are held on behalf of the project and donors and if some form of “promise” document could be devised.
  8. Considered that it would be easier to collect funds “up front”; a process would be needed to cover the scenario whereby the project did not go ahead and funds needed to be returned to the donors.
  9. Cllr. Hardy is to recommend an agreed “cut off” date for donations, possibly March 2018, by which time the project progress can be decided.
  10. Clerk advised that Council had already funded planning consultant fees and planning application costs totalling just over £1K.
- **RESOLVED** that Council approve that the Working Party proceed with fundraising based on the three routes as identified under item 3 above.
  - **RESOLVED** Working party to have its own bank account independent of the Council to hold donations, with a process in place to return funds to donors if the project does not proceed on the basis that any interest accrued would pass to the Royal British Legion. **CLERK** to research and advise how this account is to be structured and managed.
  - **RESOLVED** Cllr. Martin is to speak with the stonemasons who have quoted for this project to establish/report the deadline for order which would allow for completion of construction by November 2018. Any surplus monies remaining after project completed to be retained for ongoing maintenance.

Cllr. Richardson is to assist Cllr. Hardy with this project. Progress to be updated at the October Recreation and Burial Committee and profile of the “Rotherfield Parish War Memorial Project” to be raised by the Council. **CLERK** to note.

**iii. Carried over from July meeting. Consider recommendations of Clerk’s account heading and balances review.**

Report circulated prior to the meeting. **RESOLVED** that Committee Chairs review their budget headings and pass recommendations for amendments/additions to Clerk within next week. These to them be discussed between Clerk and Cllrs. Harris and Henrick and recommendations made to consider at the September Council Meeting.

**iv. Agree text of letter of thanks to former Chair of the Council.**

**ACTION** for Cllr. Cahan is to send suggested text to the Clerk for review and dispatch.

**v. Response to concerns raised that installation of dropped kerb opposite the Kings Arms may exacerbate risk of damage to nearby properties from large vehicles.**

In view of discussions held under item 1 d) above. **RESOLVED** to advise Coppards that

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project be put on hold until the matter has been discussed at the forthcoming Highways Committee meeting.

- vi. **Quote for cost of installation/removal of Christmas lights and tree/light purchase.**  
**CLERK** to add agenda item to the forthcoming Highways Committee agenda as we have yet to receive a detailed quote in respect of the work.
  - vii. **Consider adopting changes proposed to current Standing Orders.**  
To be C/fwd. to September Council Meeting agenda for Cllr. Henrick to report. **CLERK** to note.
  - viii. **Update/correction to Financial Regulation 4.1.**  
Amended document circulated prior to meeting. **RESOLVED** that alterations suggested by Cllr. Henrick be incorporated into the document with final document considered at the September Council meeting alongside proposed budget amendments. **CLERK** to note.
  - ix. **Receive and note content of “signed off” Annual Return for year to 31<sup>st</sup> March 2017.**  
**RESOLVED** that contents have been noted by the Council.
  - x. **Consider re-joining AiRS - Action in Rural Sussex – annual cost £50.**  
**RESOLVED** to re-join the organisation, **ACTION** for **CLERK** to deal with arrangements.
- 4. RECEIVE AND ADOPT COMMITTEE MEETINGS MINUTES.**
- 25<sup>th</sup> July – Highways, Lighting and Transport Committee.
  - 1<sup>st</sup> August – Communication and Social Media Committee.
  - 8<sup>th</sup> August – Planning and Building Committee.
  - 22<sup>nd</sup> August – Recreation and Burial Committee.

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

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

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

None.

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

Cllrs. Gilbert and Watson-Smith attended the recent Sports Club meeting and the following matters were raised that are of interest/concern to the Council.

- Grass bin needs emptying. **ACTION** for **CLERK** to instruct Will Clark to deal with this and advise that he will need to liaise re: unlocking height and driveway barrier to access bins.
- Concern raised re: trees overhanging lower pitch. Cllrs. Gilbert and Wickenden are to ask for quote for cutting back when they meet with Contractor to discuss quotes for other tree works required by the Council.
- Pre - school to be asked to tidy up toys and other items left on the pitch after their play activities.
- Council's grass cutting contractor to be asked to dump grass at the rear of the designated grass waste bin, not at the front as is currently the case.

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- Cricket Club have requested that permission be granted for cars to access pitch via the barrier. **CLERK** to add item to agenda of next Recreation and Burial Committee meeting consider this request.
- Early and late season friendly sports fixtures. **CLERK** to liaise with Sports Club regarding these should requests be received from Village organisations who may wish to held events on the pitch which could clash.
- Club are aware of “keep fit” groups using the Recreation Ground but it does not interfere with their activities.

Cllrs. Hardy and Wickenden attended the Friends of Rotherfield Surgery Coffee morning recently held on Court Meadow Green.

**c) Clerk’s updates and issues.**

Various administrative issues were raised.

- Minutes – Chairmen to please ensure that minutes pages are all initialled in addition to the final page being signed and dated.
- Scrutiny of items for payment. At the June meeting a cheque was agreed and signed but had not been entered into the accounts, hence was absent from payment schedule. Clerk discovered this when bank reconciliation undertaken.
- Payments/financial reports check list at Monthly meetings – Chair/Vice Chair to ensure that all fields have been checked and initialled prior to signing – list for July meeting was left completely blank. Suggestions welcomed as to how this process could be improved, perhaps by the checking being dealt with prior to meeting start? Clerk appreciates the eagerness of all present at meetings to hasten their departure once meeting has closed.
- Work load/resource issues. Please may this be discussed at December F & GP meeting as in his view little has been done to address concerns. Would like to revert to quarterly meetings of the Highways and Recreation and Burial Committees and is concerned that the “Raise the Roof” and “War Memorial” projects will add to workload despite outside involvement.

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

Parish War Memorial Project – Cllr. Hardy is to provide Cllr. Henrick with text for this.

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

- CPRE “Countryside Voice” magazine Summer 2017.
- Uckfield Railway Line Parishes Committee – minutes of 12th July meeting and notice of the AGM of the Committee on 13th September.
- Burgess Hill Town Council – invitation to Chair to attend Burgess Hill Bonfire Procession on 23rd September. Clerk to respond thanking for invitation and advising unable to attend.

**7. TO RECEIVE INSPECTION BOOK & REPORTS.**

Cllr. Richardson’s concerns regarding the Old Burial Ground were noted and will be addressed at the forthcoming “work party” days on 9<sup>th</sup> and 16<sup>th</sup> September. No other items of concerns were noted on the reports and no items have been raised by Parishioners.

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

- 19th September – Planning and Building Committee.
- 26th September – Highways Lighting and Transport Committee.
- 28th September – Monthly Council Meeting.

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The Highways Lighting and Transport Committee meeting may be subject to alteration to the 12th September, Clerk awaits confirmation that meeting room is available for that date.

All meetings 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.**

- Cllr. Richardson highlighted that notice on Court Meadow Green re: dog ban requires removal if ban is to be lifted. Clerk reminded that this is to reviewed at the October Recreation and Burial meeting and decision made them re: ban and signage.
- Cllr. Harris has offered to clean out drainage gully by entrance to storage area under the Pre-School.
- Cllr. Martin commented on untidiness of area around Pre-School, **CLERK** to check if this area is on the cut list for our contractor, and report.
- "An Introduction to Planning' sessions has been arranged on Saturday, 16th September, in Haywards Heath. Any Councillors wishing to attend and lift share please let Clerk know.

Chair declared the formal business of the meeting closed at 21:35.

**10. PUBLIC FORUM.**

None.

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

Draft minutes subject to confirmation as true record

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