

# ROOTHERFIELD 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 12<sup>TH</sup> APRIL 2016 IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL.

### PRESENT

Cllr. R. Harris (Chairman)  
Cllr. Gilbert (Vice Chairman)

Cllr. J. Cahan  
Cllr. A. Martin

Cllr. D. Thomas  
Cllr. N. Wickenden

### ABSENT

None.

### ALSO ATTENDING.

The Parish Clerk, Trevor Thorpe. Cllr. Henrick arrived at the meeting at 19:35 as an observer and wishes to join the Committee. ACTION FOR CLERK to add item to agenda of next meeting to approve this.

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

Cllrs. David Hiles and Keith Curtis submitted apologies for absence and these were accepted.

#### 2. TO RECEIVE DECLARATIONS OF PERSONAL, PREJUDICIAL AND DISCLOSABLE PECUNIARY INTERESTS ON ITEMS ON THE AGENDA AND UPDATES TO MEMBERS' REGISTER OF INTERESTS.

Cllr. Martin declared a disclosable pecuniary interest in respect of item 6b). The Chairman reminded those present that they should declare an interest if they became aware of one at any point during the meeting.

#### 3. TO APPROVE MINUTES OF MEETING HELD ON 9<sup>TH</sup> FEBRUARY 2016 AS A TRUE RECORD.

These had been circulated to the Councillors and it was RESOLVED that the Chairman of this Committee sign them as a true record of the meeting.

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

Numbers relate to agenda of the 9<sup>th</sup> February 2016 meeting.

##### 5b) Treework in Rec. and Court Meadow Green

Work completed and invoice settled.

##### 5d) Weed killing work.

To be dealt with under item 6c) of this agenda.

##### 5f) Insurance cover for volunteers

Not possible to obtain separate cover for volunteer using a mini digger. Clerk has not yet contacted Christmas Light Contractor regarding cover for volunteers assisting. Street sweeper has now provided details of £10m insurance and H & S matters have been formalised and agreed with him. ACTION FOR CLERK to contact Christmas Light Contractors to clarify that volunteers assisting are covered by their insurance.

##### 6a) Pitch Drainage.

To be dealt with under item 5a) of this agenda.

**6c) Bollards to protect flues at rear of Village Hall.**

This work, together with removal of the tree stump in the Car Park, has been completed and invoice settled. ACTION: Clerk to invoice Hall for their contribution toward this work and installation of the light in the front car park.

**6d) No dogs policy**

See item 4b) of this agenda.

**6e) Matters arising from Wicksteed's annual play area inspection.**

Parts identified as requiring replacement have been obtained and are with Chair/Vice Chair of this Committee for installation.

**7a) Grave filling and memorial works.**

See items 6a) and 7c) for information regarding memorials – update required regarding grave filling.

**7b) Preparation work to lower field**

Quotes and update required

**7c) Unofficial gateway to the Old Burial Ground**

See item 7a) for update

**7d) Cemetery fees and T's and C's**

- i. Updated fees have been circulated to local funeral directors.
- ii. Information required regarding plots causing concern due to planting, chippings or kerbing to enable Clerk to write to last known address of the owner.

**TO CONSIDER INFORMATION & MAKE DECISIONS REGARDING ACTIONS AND EXPENDITURE FOR THE FOLLOWING MATTERS:-**

**4. GENERAL RECREATION, ALLOTMENT AND BURIAL ISSUES**

**a) Agree location of additional picnic benches.**

One bench has already been purchased and installed in the Recreation Ground by the 1200 path.

RESOLVED that two further benches be purchased, one for the Recreation Ground play area and the other for Court Meadow Green.

ACTION for CLERK to organise purchase and installation of these items.

**b) Signage and other measures to deter dog fouling in the Parish and raise awareness of the "no dogs" policy in the Recreation Ground.**

Details of existing signage were circulated prior to the meeting. RESOLVED additional signs are purchased for the Rec.

ACTION for CLERK to arrange purchase 6 additional signs for this area up to a cost limit of £120. Cllrs. who have been investigating options for wording to advise clerk as to text agreed for these.

**5. RECREATION GROUND AND CAR PARK.**

**a) Pitch Drainage. Update report, and information regarding grant application.**

Quotes from Agrifactors for drainage work to top, lower and mini pitches were circulated prior to the meeting at total cost (ex Vat) of £13829.

RESOLVED that the Council will support work on the lower and mini pitches to the maximum of £6K budgeted, match funding for this sum has been agreed by the Rotherfield Trust with work

RESOLVED Work on lower and mini pitches to be managed by Sports Club on behalf of the Council, this to enable reclaim VAT.

ACTION FOR CLERK to advise Club.

**b) Final inspection of Scout hut, and retention release.**

RESOLVED ACTION FOR CLERK to investigate independent surveyor who may be able to undertake this work.

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## **6. ROTHERFIELD PARISH CEMETERY**

### **a) Action on memorials requiring attention.**

ACTION FOR CHAIR/VICE CHAIR of this committee to provide Clerk with photographs and other details of plots causing concern or requiring action so that the letters may be sent to the plot owners at the last address held requesting that they take action, Council to undertake any work required if no response is forthcoming.

### **b) Quote for spraying paths here and in Old Burial Ground.**

Quotes circulated prior to meeting, including one from Cllr. Martin. SSALC have confirmed that there is no bar on a Councillor undertaking paid contracting work for their Council provided an interest is declared and they take no part in the decision process. Cllr. Martin left the meeting whilst this matter was discussed.

RESOLVED that Cllr. Martin's quote for this work of £25 per hour plus materials be accepted.

### **c) Programme for tidying of lower cemetery field.**

ACTION FOR CLLR. HARRIS to obtain quotes from Will Clark for the following work:-

- a) Remove spoil and place in appropriate sections of the dedicated storage area.
- b) Level field and subsoil at shallow depth.
- c) Spray to control thistles.
- d) Roll and reseed where needed.

Quote to be considered at the next meeting of this Committee.

ACTION for CLERK to contact Southern Water regarding location of water main that runs through the lower field.

## **7. ST DENYS' BURIAL GROUND AND CHURCHYARD**

### **a) Information regarding private entrance to the Burial Ground and responsibility for fence in this area.**

This entrance is used by the Council's groundwork contractors, with the permission of the property owner, as it enables them to easily access the area and park in Court Meadow. It is considered that this reduces the cost of the grass cutting here as without this access all waste would need removing via the Churchyard and Lych-gate to Church Road with associated parking issues and increased cost to the Council. RESOLVED to take no further action regarding this. Clerk reported that a fence panel at this location had been blown down and replaced by the Council's contractor as enquiries show that the boundary at this point is the Council's responsibility.

### **b) Issues arising regarding the Lime Trees in St Denys' Churchyard.**

Cllr. Wickenden reported that it had been previously discussed with WDC that these should have 3m removed from them. RESOLVED ACTION for Cllr. Harris to liaise with Churchwarden to meet with Cllr. Wickenden and agree to press WDC for the work to be completed.

### **c) Report and recommendations from recent informal inspection of memorials in the Burial Ground and the drinking fountain in the Churchyard Wall.**

Information circulated prior to meeting. £500 is held in reserve in respect of a recent legacy "...to be applied for the benefit of the centre of the Village" which will be applied to the restoration of the fountain. RESOLVED to engage Burslem to clean the stonework.

ACTION FOR CLERK to advise David Hall at Burslem to proceed with the work.

ACTION FOR CLLR MARTIN to order replacement tap for the fountain and arranged installation.

ACTION FOR CLLR. HARRIS to meet with engineer recommended by David Hall to discuss cost of up righting large memorial in the Old Burial Ground and obtain quote for survey of memorials to identify if any need action.

## **8. TO RECEIVE DATE OF NEXT MEETING OF THIS COMMITTEE.**

- Tuesday 14<sup>th</sup> June 19:30 in the Parish Council Room at Rotherfield Village Hall.

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

- Streetlight by Cuckoo Line Stores has suffered a vehicle strike. ESCC contractors have attended and restored the post to upright.
- Fly tipping in Brickyard Lane at Mark Cross has been reported to WDC for attention/removal.
- Concerns raised by the Millennium Green that the dog bins are filling to overflowing, issue passed to WDC with request that contractor empties these on a regular basis as it is believed they have changed emptying frequency to an “as and when” basis.
- A memorial tree has been offered for the Recreation Ground. It is suggested that it replace the one recently removed and Cllr. Wickenden has offered to meet with the donor to discuss most suitable tree and location. ACTION for CLERK to arrange.

The Chairman declared the formal business of the meeting closed at 21:10

**10. PUBLIC FORUM**

None.

**Confirmed as a true record at the 14<sup>th</sup> June 2016 meeting of the Committee**

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