



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

**MINUTES OF THE MEETING OF THE RECREATION AND BURIAL COMMITTEE
HELD ON TUESDAY 17TH OCTOBER 2017 AT 19:30 IN THE SCOUT AND YOUTH
COMMUNITY HALL, ROTHERFIELD RECREATION GROUND, TN6 3LX**

PRESENT

Cllr. T. Gilbert (Chair)	Cllr. L. Henrick	Cllr. J. Richardson
Cllr. R. Harris	Cllr. A. Martin	Cllr. N. Wickenden

ABSENT

None.

ALSO ATTENDING

Cllr. J. Kitchenham

1. TO RECEIVE THE FOLLOWING: -

a) Apologies for absence (LGA 1972 s85)

Cllrs. Hardy, Cahan and Watson-Smith have submitted apologies for absence.

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

None declared.

Chair reminded those present that they should declare an interest at any point of the meeting should they become aware of one in relation to an item being discussed.

c) To resolve that the Minutes of the meeting of this Committee held on 22nd August 2017 be taken as read, confirmed as a correct record and signed by the Chair.

It was **RESOLVED** that were confirmed as a true record and that they be adopted. The Chair signed the minutes.

d) Update regarding matters arising and action items from previous meetings.

e) 11th April meeting of this Committee

2b) Marking motor cycle parking bays in the Rec. car park

Now completed by Cllr. Gilbert.

3b) Realignment of Ashes memorial slabs in the Cemetery.

Cllr. Harris is to progress this, **CLERK** to provide details of plot holder who wished to attend whilst the work was being undertaken.

20th June meeting of this Committee

2a) Path to the Bowls Club

Cllr. Gilbert has identified supplier of the grass mats and fixings required and purchase of these has been authorised under Financial Regulation 4.1 as it is within the limit. Details passed to **CLERK** for ordering and delivery to Cllr. Martin's address.

Items from 22nd August meeting.

a) Review terms and conditions for using Council owned land and facilities to ensure that organised "fitness class" activity is covered by them; consider charges for such activities.

Letter has been sent to organiser at the beginning of September; in the absence of any response a follow up has been issued. Council require confirmation of Public Liability

Insurance and that if ground conditions are unsuitable activities will be relocation indoors to avoid damage to the surface. It is unclear if the Rec. is being used as well for this activity. Mayfield PC have shared their hire policy for Parish Land, although if user does not respond to us it will be difficult to enforce such a policy. Cllr. Gilbert reported that the Sports Club had seen organised class activity on the Rec. during football "closed season". **CLERK** to report outcome of chaser letter, it is considered that as the organiser of the classes has been given notice that evidence is required that they hold Public Liability Insurance that the Council are protected against any claims.

b) Agree action for trees on Parish Land identified as requiring attention within the year.

Quote received from contractor and accepted. Access will be required to Moon's Yard to deal with overhanging branches, **ACTION** for **Cllr. Gilbert** to advise Clerk of the properties affected so that they may be contacted prior to the work.

CLERK is to liaise with **Cllr. Wickenden** regarding tree in Church Road that is considered to require attention so that details may be reported to East Sussex Highways.

c) Information regarding mould issue on Pre-School decking.

ESCC have undertaken a site visit, accompanied by Councillors. **CLERK** to chase for their report.

d) Agree central "booking" arrangement for "out of season" activities to avoid "double bookings".

Clerk has spoken to Sports Club and clarified that details of these rare activities will be shared as soon as the PC become aware of them.

e) Update regarding height barrier issues.

Cllr. Martin has advised that the contractor has visited and made various changes to the barrier, he will liaise with them regarding any remaining issues. Concerns expressed that the barrier is still being left open and unlocked by users.

e) Committee financial report and agree any actions required.

Details circulated. Overall expenditure is within limit and no action is required. Forthcoming Finance and General Purpose Committee (F&GP) meeting will discuss and agree various amalgamations of budget headings to simplify monitoring. **CLERK** reported that at recent training course it was advised that "netting off" of income and expenditure should not be done as this distorts final reporting figures; corrections to be identified and agreed at the F & GP meeting.

f) Review and agree budget, burial ground fees and Precept requirements for 2018/19.

RESOLVED that the draft budget for 2018/19 agreed as per attached report.

g) Consider making provision for any medium-term projects identified by this Committee.

None identified.

RECEIVE INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURE AS REQUIRED REGARDING THE FOLLOWING AREAS OF PARISH COUNCIL LAND.

2. RECREATION GROUND, CAR PARK AND VILLAGE HALL

a) Dog bins in the Millennium Green. Response to WDC suggestion for an extra bin to deal with overflowing issues.

Have spoken with WDC, issues are with their contractors and oversized bins being incorrectly installed which may require replacing with smaller ones although it is unclear if the Parish bins are of this type. **RESOLVED** that WDC should press their contractors to collect regularly rather than add a further bin and that consideration be given to withholding payment to them if service is unsatisfactory. **ACTION** for **CLERK** to enquire if any local Councils employ an alternative contractor for this duty.

- b) **Arrangements for weekly check of Defibrillator on Rotherfield Village Hall.**
Clerk has enquired of First Responder who organised this. Advice is that a weekly check of the free movement of the cabinet should be made and that the “charged” symbol in the form of a black ring is visible in the LCD. **CLERK** to add to weekly Recreation Ground checklist.
3. **OLD BURIAL GROUND AND COURT MEADOW GREEN**
- a) **Progress report on recent work by Councillor’s in the Old Burial Ground and plans for future work here.**
Much progress has been made through the voluntary efforts of Councillors over several Saturday mornings. A further session is planned for October 28th with a chipper and dumper employed to clear further debris. A local sculptor has taken Yew cuttings for his work and there is still much of this available should anyone have a use for it. Other Councillors have provided assistance by way of drinks and cake and **CLERK** is to send letters of thanks to two Parishioners who have also provided valuable support. Condition of the benches in this area is to be investigated and appropriate action taken.
- b) **Progress report regarding the Village War Memorial Project, fundraising and decision on further action. Decision on opening new bank account with Unity Trust to receive donations.**
Cllr. Hardy has provided a report. Intends holding a Working Party meeting at the beginning of November to receive updates regarding the three fundraising focuses with a further report to Council at the November PCM. **RESOLVED** that **CLERK** set up new income and payment cost centre for the Project within the Council’s accounting package. This will allow the project’s funds to be clearly identified and remain under the Council’s management in its existing bank accounts to ensure that VAT reclaim may be made; also, to allow the Project Group to proceed with seeking contributions. The December Finance and General Purpose will consider the opening of further bank account(s) for the Council with another financial institution to take advantage of the full benefit of the Financial Services Compensation Scheme.
- a) **Review current suspension of the “..no dogs” policy on Court Meadow Green.**
Cllr. Richardson reported that she had seen no evidence of dog fouling over the past few months of her inspections. **RESOLVED** that the “ban” on dogs in this area be lifted and sign removed, as with other areas of Council owned land regular inspections will be undertaken. **CLERK** to add item to website and Social Media advising this and thanking responsible dog owners for keeping this area, and other public areas in the Village, free of fouling.
- b) **Review grass cutting frequency for the Old Burial Ground.**
Cllr. Gilbert is to review this once the clearance work has finished.
- c) **Footpath across St Denys’ Churchyard - request for access improvements via the “kiss gates”.**
It is considered that this would be a matter for the Church to consider as it is on their land. Due to the Listed/Conservation status of the area it is considered that permission to make any changes could be unlikely. It is understood that the Church already have plans to improve entry to the Churchyard via the Lych Gate by eliminating the low step there.
4. **RECEIVE DATE OF NEXT MEETING OF THIS COMMITTEE**
To be advised and will be early in the New Year.
5. **REPORT DETAILS OF ITEMS AND ISSUES FOR INVESTIGATION, FURTHER ACTION OR FOR FUTURE AGENDA**
- Report received via the Surgery that concerns had been expressed to them regarding the lack of lighting at the Court Meadow end of the Church Path. Cllrs. Harris and Wickenden to investigate the lights in the path surface and on adjoining properties which should illuminate this area to see if they are functioning.
 - Issues reported to Cllr. Martin regarding recent surfacing work in Steep Road which has left a large drop in the kerb level. Photos to be forwarded to **CLERK** so that the

- matter may be raised with East Sussex Highways.
- Cllr. Henrick is to feature details of the War Memorial Project the Christmas “Light Up” in the October Parish Magazine. Also reported that it had been noticed in recent Frant Parish Council minutes that they are seeking a review of the Parish boundaries in the Eridge area.

The Chair declared the formal business of the meeting closed at 21:00

6. PUBLIC FORUM
None.

Minutes confirmed and adopted as a true record, and signed by the Committee chair at the 6th March meeting of the Recreation and Burial Committee.

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