



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 28TH JUNE 2018 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

COUNCILLORS PRESENT

Cllr. R. Harris (Chair)
Cllr. L. Henrick
Cllr. T. Gilbert

Cllr. A. Hardy
Cllr. N. Glynn
Cllr. D. Hiles
Cllr. J. Kitchenham

Cllr. A. Martin
Cllr. G. Watson-Smith
Cllr. N. Wickenden

COUNCILLORS ABSENT

None.

ALSO PRESENT

Trevor Thorpe, Parish Clerk. Cllr. R. Standley (ESCC), Cllr. F. Whetstone (ESCC),
Cllr. P. Dixon (WDC) and two members of the public.

1. TO RECEIVE THE FOLLOWING:-

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

Apologies were submitted by Cllr. J. Richardson and Cllr. G. Farmer, and on behalf of Cllr. J. Cahan. It was **RESOLVED** that the apologies be accepted.

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

- i. Cllr. Wickenden in declared a personal interest in respect of item 3c) as a relative owns land adjacent to the Surgery.
- ii. Cllr. Gilbert declared a pecuniary interest in respect of item 3c) as he undertakes work for the Surgery.
- iii. Cllr. Hardy declared a pecuniary interest in respect of item 2ii), payment to Computer Studio, as he is an employee of theirs.
- iv. Cllr. Harris declared a personal interest in respect of item 2ii), payment to C.D. & J. Jefferies, as he is known to them.

c) District and County Councillor reports.

Cllr. Standley (ESCC) – key points of his report.

- County finances remain challenging.
- Had recently been part of an 8-hour Council meeting, part of which was to agree how to save £7.5m from the Adult Social Care budget. Central Government had indicated that a "Green Paper" regarding Social Care was to be published in July, this is now deferred to September. Councils continue to lobby regarding the matter; MP's listen but appear not to understand.
- He continues to press East Sussex Highways for a commitment to a date for resurfacing work on the B2100 between Rotherfield Village and Jarvis Brook.
- East Sussex Music Services. Over 12K signatures on a petition to find solutions for avoiding cuts to the service, possible areas of saving have been identified.
- Wadhurst tip is to close. Means of retaining it are being investigated, possibly running it via a Community Interest company as Central Government does not allow local authorities to charge directly for the service at point of use. In response to a question from Councillor's Cllr. Standley stated that fly tipping did not increase significantly when tips close. Most fly tipping is formed of builder's waste for which it is believed that

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householders have been charged on their assumption that it would be correctly disposed of at a registered waste site.

Cllr. Whetstone (ESCC)

- Social Care. Combining of sites is being investigated as a cost saving measure, also trying to involve the voluntary sector to a greater degree.
- Councils are in a "hard place" regarding increasing Council Tax to cover, Central Government do not permit increases above a published threshold without a referendum of Council taxpayers, cost in East Sussex for this would probably exceed £1m.
- With less money coming from Central Government it is difficult to see when cuts will end and Council's will continue to try and do the same with less funds.

Cllr. Dixon (WDC)

- Draft Local Plan of nearly 600 pages has just been published and available to view on the WDC website. It will be considered by the full council on July 18th. If approved it will go forward as a submission document before consultation, possibly by year end.
- The Plan provides for 950 houses to be built p.a. over fifteen years, the majority in the South of the District due to environmental restraints of the Ashdown Forest in the North.
- No sites have been identified but in Rotherfield Parish over the 15-year life of the Plan the proposal is for a total of 30 houses to be built; 15 in Rotherfield Village, 10 in Town Row and 5 in Mark Cross. Plan does not specify the type/size of houses to be built.
- Consultation is to take place shortly on the Draft High Weald AONB Management Plan 2019-2024 of which Wealden are a partner.
- Universal credit now applies in Rotherfield for new claimants with Haywards Heath being the local office for this. Question was raised regarding difficulty of accessing this office without own transport; it is hoped that there will be a local presence on one day a week, possibly in Crowborough, to address this.
- Question was raised regarding the Walsh Manor Farm proposed development in Crowborough which touches on the Parish border. Cllr. Dixon had nothing to report, it is believed the site has changed ownership, possibly more than once. Clerk reported that updates to the planning application were advised to the Parish Council by WDC planners on a regular basis, none appeared to be of any major significance and generally dealt with landscape and similar detail. Details of the application and documentation can be viewed on the Planning area of the WDC website under reference WD/2017/2608/MRM.

d) Minutes of the Parish Council meetings held on 31st May & 12th June 2018 for approval as a true record.

Copies have been circulated to the Councillors prior to the meeting, it was **RESOLVED** that these both be adopted as a true record and they were signed by the Vice-Chair.

e) Update regarding matters arising & action items from previous meetings. 31st May 2018 meeting.

- **3.iii Opening of interest bearing account with Unity Trust.**
Account is now open – however Unity still required a separate letter to confirm that inter account transfers may be undertaken on the Clerk's sole authority. They also confirm that the addition of Cllrs. Richardson and Watson-Smith as signatories to the current account is now complete and that papers have now been sent for them to complete and return so they may be authorised to use access on line banking for verifying payments.
- **4.i and 4.ii. Appointments to Committees and appointing Council representatives to Parish organisations.**
Clerk is to update and publish list of Councillors and Committees. Parish organisations have been advised of name and contact details for their Councillor representatives.
- **5.vi Monthly meetings to be arranged in Eridge and Mark Cross, and investigate site at Eridge for a separate Parish Council noticeboard**
Clerk is endeavouring to arrange Parish Council meetings in Eridge and Mark Cross. Due to popularity Eridge Hall is only available on Wednesday evenings from 20:00. Cllr. Hardy is to advise Clerk of requirements regarding noticeboard style/size required for Eridge Station, Network Rail having swiftly confirmed that they will allow a wall mounted board on the exterior wall to the right of the station entrance with the only condition is that it must not be used for commercial advertising. Cllr. Martin is to visit and measure space available.

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2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF MAY 2018, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND NOTE/AUTHORISE PAYMENTS.

a) Budget, other financial reports and actions arising.

Reports shared with the Councillors prior to the meeting. No actions were identified as being required regarding budgets.

b) Approval of payments.

Details had been circulated prior to the meeting and Clerk summarised details of the expenditure. Payments and receipts since the last meeting are summarised below:-

Payments made between 01/06/2018 and 02/07/2018

Date Paid	Payee Name	Reference	Amount	Transaction Detail
20/06/2018	NEST Pension Contribution	DD	£83.05	May pension contributions
25/06/2018	Unity Trust Bank	Funds Tfr	£10,000.00	Open interest bearing a/c
28/06/2018	Trevor Thorpe	Bank Tfr	£1,618.98	June salary
28/06/2018	H M R C	Bank Tfr	£522.04	June Tax & NI
28/06/2018	Satswana Ltd	Bank Tfr	£180.00	Satswana Ltd
29/06/2018	Teambase	Bank Tfr	£91.16	Stationery
29/06/2018	Burslem	Bank Tfr	£1,385.21	Phase 2 memorial repairs
29/06/2018	KPS Contractors Ltd	Bank Tfr	£501.60	Gravedigging 1523 OBG
29/06/2018	Rotherfield Village Hall	Bank Tfr	£116.05	May hall hire
29/06/2018	Wealden District Council	Bank Tfr	£300.00	Dog bin emptying Apr - June
29/06/2018	J.R.C. Batchelor	Bank Tfr	£400.00	P20 Gravedigging
29/06/2018	Tollwood Garden Service	Bank Tfr	£1,091.40	June grass cutting
29/06/2018	C.D. & J. Jeffries	Bank Tfr	£432.00	Bench for cemetery
29/06/2018	Phil Ireland	Bank Tfr	£437.85	Street sweeping/litter picking
29/06/2018	Trevor Thorpe	Bank Tfr	£205.41	June Expenses /reimbursements
29/06/2018	The Computer Studio	Bank Tfr	£942.48	Office 365 renewal
01/07/2018	Rotherfield Football Club	S/O	£325.00	June grass cutting
Total Payments			£18,632.23	

Receipts between 01/06/2018 and 02/07/2018

Date Paid	Payee Name	Amount	Transaction Detail
01/06/2018	Santander Bank	£19.60	May bank interest
07/06/2018	Dignity Funerals Ltd	£408.00	P20 Fees/gravedigging costs
07/06/2018	Dignity Funerals Ltd	£300.00	P20 Burial fees
11/06/2018	Tester and Jones Ltd	£500.00	EROB & Burial fee P16
16/06/2018	Donation	£40.00	Rotherfield Surgery Project
22/06/2018	Henry Paul Funeral Services	£6,145.00	P32 Burial and other fees
19/06/2018	Rotherfield Allotment Assn.	£1,000.00	Rent to y/e March 2019
Total Receipts			£8,412.60

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

a) Appointment of new internal auditor

Clerk has contacted three local auditors from the list provided by the Surrey and Sussex Association of Local Councils and details of responses have been circulated to the Councillors prior to the meeting.

RESOLVED that Mulberry and Co. are to be asked to deal with future internal audits to include the accounts of the Smith and Fermor Charity, the financial management of which the Council are responsible, **CLERK** to contact them and advise. "Best practice" is that auditors are changed at intervals and clerk will seek their recommendation on this.

b) i. Final arrangements for Parish commemoration of the Centenary of the Armistice, and decorating of the Village.

Document shared with Councillors prior to the meeting. Councillor Hardy confirmed that the chosen date for dedication of the new War Memorial is Saturday 20th October at 11:00. The British Legion are to organise the Church Service element of the dedication and details will be published in the Parish Magazine. It was **RESOLVED** the following:-

- Wording of the invitation letter was agreed as per draft.
- **CLERK** to write to list of "local dignitaries" and organisations inviting them to the Dedication, letters to be sent as soon as possible.
- With regard to invitations to individual donors toward the project Clerk highlighted the workload issue associated with the 180 letters required; Cllrs. Hardy and Harris will deal with this, **CLERK** will provide the details to them. It is considered that there are no GDPR issues involved with this element of the project and postage costs will be covered from War Memorial funds.
- The W.I., Bonfire Society and School are to be involved in decorating the Village and "We will remember" posters will be displayed on the houses associated with the names on the Memorial, subject to agreement of owners.

ii. Report from Cllr. Wickenden regarding erection of "Silent Soldiers" in the Parish.

Cllr. Wickenden has liaised with a Village artist who had made and painted 9 "Silent Soldier" silhouettes for display in various Parish locations. Cllrs. Wickenden and Watson-Smith are to deal with erection of these and the artist is to submit note of his costs to the Council for settlement.

c) Rotherfield Surgery Project

i. Feasibility study regarding costs, loan servicing and rental income.

A useful meeting was recently held with the Surgery and the District Valuer will be in contact to arrange a site visit. Some of the original costs of the project and purchase may now be avoided. Repayment costs of a fixed rate annuity based loan from the Public Works Loans Board (PWL) of £470K repayable over the maximum period of 50 years would cost £8660 each half year, figures as per rates offered on date of this meeting. Arrangement fee of 35p per £1000 borrowed is also charged

CLERK is to research and report the cost of penalties which could be involved if the loan were repaid early. Councillors concerned with the project remain frustrated at the delays in progress to secure the Surgery's future but acknowledge that these are beyond the control of both the Council and the Practice.

ii. Information regarding fundraising from the community and other sources.

This will be progressed once more is known about the matters in item i above.

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iii. Agree loan application.

This is to be submitted to the PWLB seven days prior to loan being required with supporting evidence, **CLERK** to ensure this is in place.

d) Information regarding various vandalism and other incidents in and around the Recreation Ground, and consideration of supporting CCTV installation in this area.

Cllr. Martin outlined details of a scheme he had researched for installation of CCTV system in Village, estimated cost for full scheme of four cameras £3.7K plus VAT. Image storage and control would be based in the Memorial Institute, it is considered that Broadband speeds are not sufficient to allow “real time” monitoring. Cameras would monitor North Street, High Street and South Street and could discourage/monitor “anti-social” behaviour and overlength vehicles. Clerk recommended that proper regard should be made to any planning, conservation area or listed building issues arising from the installations; this was noted. **CLERK** to add item to agenda of the 17th July Highways Committee meeting to consider way forward, also provide Cllr. Hardy with specimen of CCTV policy provided by our GDPR consultants.

Regarding the Recreation Ground there had been an incidence of vandalism to the outside of the Pre-School and a “mugging” in North Street. The latter incident had been reported to the Police, local enquiries had been made but due to the lack of information regarding the assailant no progress had been made. **ACTION** for Cllr. Martin to investigate and obtain quote for installation of CCTV on rear of Village Hall to monitor rear car park, Pre- School and Scout Hut, **CLERK** to add item to agenda of August Recreation and Burial Committee meeting to consider proposal.

Cllr. Martin declared a personal interest in this item as he was previously a director of the Company that provided the quote although he is no longer associated with them.

e) Response to ESCC re: seasonal closure of Rotherfield Byway 77 near Green Hedges Farm

RESOLVED that response be sent supporting this closure and expressing the Council’s view to the ESCC Rights of Way team that the route be closed permanently to four wheeled motor vehicles.

f) Allocation of Policies and other Governance Documents for review by Councillors

Paper copies of the documents have been shared with the Councillors to review and suggest amendments, digital copies are in the team shared folder on OneDrive, **CLERK** to add item to agenda of the August Council meeting to consider adoption of any revisions suggested.

g) Adoption of policies required for General Data Protection Regulation compliance

Policies in team folder for consideration of adoption at the meeting, Cllrs. Cahan, Hardy and Farmer to review. **CLERK** to add item to agenda of the August Council meeting to consider adoption.

4. NOTE ACTS AND PROCEEDINGS OF COUNCIL COMMITTEES AND SUB-COMMITTEES AT THEIR RECENT MEETINGS.

- 19th June – Communications and Social Media Committee.
 - Cllr. Hardy summarised details of the meeting, it was **RESOLVED** that the acts and proceedings of the meeting be noted by the Council.

- The Council will be represented at the 14th July Summer Fayre between 12:00 and 15:00, Cllr. Harris will endeavour to attend in addition to other Councillors.
- **CLERK** is to contact the “Rotherfield at Heart” project and invite them to address a forthcoming Council meeting and share their details and aims.

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

a) Meetings attended on behalf of the Parish Council.

- Cllr. Gilbert reported that the recent Sports Club meeting had been cancelled at short notice. He had attended the recent Hall Committee meeting at which the following were discussed.
 - New chairs are being obtained.
 - There is still a desire to improve the appearance of the Hall with the addition of “wood affect” concrete cladding.
 - The “Raise the Roof” project of the Rotherfield Players is progressing and the planning application will be considered at the forthcoming meeting of the Council’s Planning and Building Committee. There is a wish for the Council to act as the Contractor for the project so that the VAT element can be reclaimed.
 - CCTV proposal at the rear of the Hall will be raised at the next meeting on July 12th which Cllr. Gilbert is unable to attend, Cllr. Harris hopes to deputise.
- Cllr. Wickenden advised that he and Cllr. Watson Smith had attended an enjoyable and informative gathering of tree wardens at the Vert Wood community woodland near Lewes.
- Cllr. Martin had attended a site meeting at the B2101 “Mayfield Turn” with Cllr. Standley and Ian Johnson of East Sussex Highways. Highways are not intending to make any changes to the signage at this junction. **CLERK** to contact Highways regarding promised refresh/repaint of the road lines and 30mph roundels in this area, the lines at Castle Hill/Five Ashes Road junction having recently been dealt with.
- Parish and County Councillors, together with two Parishioners attended the recent “Strengthening Local Relationships” meeting with East Sussex Highways officers. Draft Minutes of the meeting may be viewed on the Council’s website.

b) Clerk’s updates and issues.

- Additional Holiday from 28th – 31st August was agreed together with rescheduling of the August Council meeting to Thursday 23rd; depending on volume of items for this and the 21st August Planning and Building Committee meeting it may be possible to combine their business. **CLERK** to ensure that that change is advised to via website/social media and that Parish and District Councillors, and contractors, are informed.
- Document review and disposal. In response to minutes of the recent Communications and Social Media Committee Meeting Clerk confirmed that the review of archive papers, required as part of the introduction of the General Data Protection Regulations, will be undertaken when time and resources permit. Due regard will be made for items of local interest to be retained and reviewed by Councillors.
- Clerk is to prepare arrangements for his absence on holiday 28th July – 11th August to ensure that any urgent matters can be dealt with, **CLERK** to provide details of various “sign ons” for emergency use.

c) Items for next Parish Magazine column.

Suggested items:-

- Surgery update.
- War Memorial and Armistice Centenary Commemoration update.
- News of “Sussex Lund” grant success and plans for enhancements to the Old Burial Ground.

Cllr. Henrick to note please.

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6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- Spa Valley Railway magazine – Spring and Summer editions.
- Sussex CPRE magazine – Summer edition.
- St Denys' News – July edition.
- Sussex Lund grant approval of Grant of £4264.

This will be used to fund improving the access from Court Meadow Green to the Old Burial Ground, two new benches, a compost bin and gate for the path from St. Denys' Churchyard. Grant will be paid on completion of the work.

7. TO RECEIVE INSPECTION BOOK & REPORTS.

These were reviewed and signed by the Chair. No items requiring immediate action were noted, arrangements will be made to replace two wooden posts dislodged from the Rec. boundary.

8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

July meetings

- 10th - Planning & Building Committee
- 17th - Highways, Lighting & Transport Committee
- 19th - Monthly Council Meeting
- 31st - Planning & Building Committee

These meetings are to be held in the Parish Council Room, Rotherfield Village Hall, and start 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. Gilbert** reported that trees on the bank by Station Road are overhanging the path, **CLERK** to add item to the agenda of the forthcoming Highways Committee meeting to consider Parish Council funding cost of the work.
- **Cllr. Hardy** reported that there were "Open Gardens" in the Village at the weekend in support of Rotherfield St Martin. He will also provide photos of subsidence of the "Church Path" to **CLERK** to add item to forthcoming Highways Committee agenda, also item to that of the next Communications and Social Media Committee regarding policy of photographs being published by the Parish Council.
- **Cllr. Martin** reported that the Parish Council and Pre- School have been let down by the non-attendance of the Contractor used by ESCC for the build, this is connection with the damp issues from the decking penetrating the storage area beneath. If no response by Contractor/ESCC by end of week **CLERK** to liaise with our Solicitor's to arrange formal notice under terms of the lease regarding remedial work required.
- **Cllr. Watson-Smith** reported the cigarette ends are no longer being deposited in the bus shelter opposite the Mark Cross Inn, but are now appearing by the bench in front of the Church. He will speak with the Inn regarding this.
- **Cllr. Glynn** reported that manure had been dumped on/near the Limekiln Forest byway off Palesgate Lane and she had reported this to ESCC Rights of Way.
- **Clerk** reported comments on the "Rotherfield and surrounding area....." Facebook page regarding an articulated vehicle in the Village. Enquiry by a Councillor had confirmed that the vehicle was delivering to an address within the 9.9m prohibited area and was therefore justified under the "except for access" clause on the signage. Frustration continues regarding the slow progress in East Sussex Highways completing installation of the two signs remaining outstanding. Recommends that when the ban finally reaches the "legally enforceable" state with installation of these signs that it is highlighted in the local press and that the Freight Transport Association are also informed. Despite reminder he has not received details of the

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Stobart lorry that struck a local building earlier in the year. Clerk acknowledged the help of the growing band of Village “lorry spotters” who provided details of large vehicles and, when safe and practical, photographs. When sufficient detail was available letters were being sent to the hauliers concerned.

Chair declared the formal business of the meeting closed at 21:55.

10. PUBLIC FORUM.

None.

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

Draft minutes subject to confirmation and adoption as a true record