

ROTHERFIELD PARISH COUNCIL

Working for the Community

in Rotherfield, Town Row, Mark Cross, Eridge Green, Boarshead and surrounding areas

MINUTES OF THE MONTHLY MEETING OF ROTHERFIELD PARISH COUNCIL HELD ON THURSDAY 30TH AUGUST 2012 AT 19:30 IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL.

COUNCILLORS PRESENT

Cllr. L. Pike (Chairman)	Cllr. M. Hall	Cllr. D. Thomas
Cllr. Mrs P. Halse Adamson	Cllr. R. Harris	Cllr. A. Watson
Cllr. C. Clibbens	Cllr. R. Jaques	Cllr. N. Wickenden
	Cllr. J. Kitchenham	

ALSO PRESENT.

- The Parish Clerk, Trevor Thorpe.
- Cllr. R. Tidy (ESCC) and Cllr. F. Whetstone (ESCC).
- Three members of the public.

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

Apologies for absence were tendered and accepted on behalf of, Cllr. Miss N. Bolton (Vice Chair), Cllr. Prince, Cllr. J Howell (WDC) and PcsO Matt Boyle.

2. TO RECEIVE DECLARATIONS OF INTEREST.

The Chairman declared an interest in respect of item k) on the agenda, as he is also Chairman of the Bonfire Society.

The Chairman reminded Councillors that, if at any point in the meeting they became aware that they had an interest in an item under discussion, they should declare it.

3. TO RECEIVE DISTRICT AND COUNTY COUNCILLORS REPORTS.

Cllr. R. Tidy (ESCC) reported the following:-

- As previously mentioned at meetings the cost of caring for the elderly represents a large and growing part of the ESCC budget. A "Personal Assistant" scheme is being piloted which involves a carefully selected and screened individual lodging with someone requiring support. The scheme has been trialled in Peacehaven and has proved successful. If anyone is aware of a suitable candidate, please pass this to Cllr. Tidy.
- Has made enquiries regarding the control methods use to deal with Knotweed on County footpaths. The rights of way team advise that they cut Knotweed off path surfaces, however if there is Knotweed adjacent to the path they have no duty or authority to deal with this.

Cllr. F. Whetstone (ESCC) reported the following:-

Andy Robertson of ESCC has provided this update regarding progress with various highways matters at Mark Cross.

Signing and lining

- The plans for improved signs and lines have been finalised and an order is about to be placed with the contractor – once the order is placed the contractor has a maximum of 12 weeks to carry out the work, but will be pushing for an earlier date. The works are shown on the large plan dated 26 June of which the parish council has a PDF copy of, in summary they include:
 - New 40mph roundels at each end of the village
 - Provide additional and replace some existing repeaters
 - Retain and improve school warning sign
 - Replace existing and provide additional 30mph terminal signs at slip road junction

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- New All Through Traffic sign on northern side of B2100 junction in the village

Vehicle Activated Signs (VAS)

A number of potential sites have been identified and advantages and disadvantages of each are being evaluated to ensure they are located in the optimum locations.

Slip Road

- The re-design is being costed by the ESCC in-house team.

Average speed cameras

- The cameras have been bought by the SSRP (Sussex Safer Roads Partnership) and have been trialled on one of the West Sussex trunk roads. They have not yet been used in any villages, as we first have to (i) decide the priority locations for their use and (ii) install mountings at these locations (the cameras are mobile in that they can be used at more than one location but need a permanent mounting). One limitation is if there are side roads where drivers can enter or exit between the cameras but it is understood that this is not the case in Mark Cross. Michael Higgs has been asked to contact SSRP for an update on the trial and plans for future use.

- Cllr. Whetstone also reported that there had been a reasonable improvement in "A" Level results in the County and that four pupils at Uckfield Community College had attained places at Oxford.
- This year had also seen an improvement in the communication of results to Councillors.
- Ways of containing education budget costs are being examined, these include the organisation of smaller schools and examination of need for school transport on the basis that wherever possible educational needs should be served within community in which the pupil resides.

4. TO RECEIVE POLICE COMMUNITY SUPPORT OFFICERS.

In the absence of PcsO Boyle, the following report was delivered by the Clerk:-

Crimes August 2012

- 30/07 - Serial 0645: Tools stolen from a nursery shed on Treblers Farm Road. Tools include a hedge cutter, disc cutters and a circular saw.
- 15/08 - Serial 1775: A 4x4 was stolen which was parked outside Eridge station.
- 22/08 - Serial 1459 and 1501: 2 reports of attempted shed break in along Cottage Hill and Peeps Lane. Both had padlocks damaged but nothing stolen.
- 24/08 - Serial 0459: Theft of diesel from the water works on Eridge Lane.

Other

- Resident reported a "Windows" fraud where somebody calls you saying they are from Microsoft and ask you to do things on the computer, they then say there are things wrong with it and will cost hundreds of pounds to fix. Viruses were then found on the computer.

If you have any information about any of these crimes please contact 101.

Remember to keep reporting any suspicious activity, if you think it is an emergency dial 999 or if it is a non-emergency dial 101 and let us check it out.

Parking outside general store

- 07th at 1530 - one car parked there gone by 1600

5. TO RECEIVE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 19TH JULY 2012 AND MATTERS ARISING.

Under item 8 – "Meetings attended on behalf of the Parish Council" it was noted that the figure for full time equivalent Police Officers should read 2975 and not the

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minuted figure of 2575. A manuscript amendment was made to the minutes and initialled. It was RESOLVED that there were no matters arising and that the minutes be adopted. The Chairman signed the minutes.

CLERK was requested to circulate responses received to the recent letter sent to Charles Hendry MP requesting that the regulations regarding provision of 30mph speed limit measures be reviewed and changed.

6. TO CONSIDER THE FOLLOWING ITEMS.

a) Agreement of a date for an Active Play session in the Village Hall during autumn half term.

The 30th October is the only free day for both Hall and Active Play Team. Clerk advised that, based on the figures for the session run in February, the cost including hall hire would be in the region of £90. It was RESOLVED that a session be arranged for this date and that the Council in accordance with powers under section 137 and 139 of the Local Government Act 1972, should incur the expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure. CLERK to arrange and publicise.

b) Update with progress at Mark Cross with Highways, Speed limit awareness and road reconfiguration by the Church.

Update was given during Cllr. Whetstone's report the above, CLERK is to seek update regarding proposal to widen the footway in Mark Cross.

c) Final details for St Martin/Parish Council joint event.

Draft letter has been sent to St Martin revised to include a mention of the recent "SAGA" magazine article and this has been approved by them. Date chosen is Thursday 20th September and Clerk will send out invitations early next week to Wealden Parish Councils and circulate invitation letter to the Councillor's. It was RESOLVED that the Parish Council is to cover the Institute hire cost for this event. Chairman advised that he is to attend a further "SAGA" sponsored conference with Rotherfield St Martin.

d) Agreement of alternative dates for Councillor Surgery sessions.

It was RESOLVED to postpone the session planned for 1st September as there had been insufficient time to publicise it and sessions for Saturdays 20th October and 17th November, 10am – 11am are to be arranged instead. CLERK to organise with the Institute and publicise via the noticeboards, website and Parish Magazine.

e) Adoption of Code of Conduct as required by the Localism Act 2011.

Details circulated prior to meeting. It was RESOLVED that this code, as required by Chapter 7 of the Localism Act 2011, be adopted by the Parish Council. CLERK is to arrange publication of notice of adoption of the new code and provide copies to all Councillors.

f) Purchase of commemorative plaque for Mark Cross bus shelter.

Quote and design circulated prior to meeting. RESOLVED that plaque is ordered at a cost of £64 plus Vat; Cllr. Thomas was thanked for arranging this, CLERK to order.

g) Signature of revised agreement between landowners and Parish Council in respect of Rotherfield allotments.

It was RESOLVED that the Chairman and Cllr. Thomas sign the document; this was duly done with the Clerk witnessing. Clerk has spoken to representative of RHAA and they are holding their AGM shortly at which the managing of the allotments will be discussed. CLERK to send copy of agreement to property owners and add item to the agenda of the next Recreation and Burial Committee meeting to discuss management of the allotments.

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h) Details of areas of grass cutting within the Parish, currently undertaken by ESCC contractors, which could possibly be undertaken by the Council's Contractors.

Clerk suggested the following as candidates for this:-

- Pathway from Chant Lane to Station Road
- Castle Hill triangle
- Dewlands Hill/Castle Hill triangle.

The area of grass at the top of New Road by the bus stop was identified as a site that appears to be cut by both ESCC and the Parish. CLERK is to request list/map of areas in the Parish that are cut by County and if there is any provision to hand responsibility for cutting of certain areas to the Parish with a cost contribution being made. Item to be added to future Highways Agenda once the information is available.

i) Offer to install a memorial bench in the Parish Cemetery.

It was RESOLVED that this offer be accepted, CLERK to liaise with donors and investigate drawing up formal agreement for installation and ongoing maintenance of benches.

j) Meetings for 2013 – frequency and venues.

It was RESOLVED that the current meeting frequency for Full Council and committees be continued in 2013 but that five Recreation and Burial Committee meetings be held, in February, April, June, August and October/November (the last for consideration of precept and budget requirements), also that two of the six Highways Committee meetings are to be held at Mark Cross. CLERK to liaise with Village Halls regarding availability and draft a timetable for final approval by Councillors.

k) Update and further action regarding Christmas Lights in Rotherfield Village.

Information circulated to Councillors in advance of the meeting. The Chairman reported that the Bonfire Society have pledged 1/3 of the street collection from the forthcoming Carnival toward festive illuminations. A quote of £1055 has been given by a village business for purchasing of 24v LED lights for the suspension across the Highway as follows:-

- Catt's Inn – Forge Cottage.
- Forge Cottage – Stores.
- Lime trees in the Square.

Informal discussions have already taken place between businesses and individuals involved regarding the siting of items and provision of power supply. RESOLVED that Chairman continue discussions with Bonfire Society, CLERK to investigate insurance issues and formalising permission of property owners regarding installation of lights and power supply. It is intended that, if the items are purchased, that they be taken into the ownership of the Parish Council for reinstallation in future years and kept in the Community Storage area under the Pre School.

l) Update and further action regarding Community Storage under Pre School and Parish Council records stored in Village Hall.

Clerk has visited Hall; identified and tidied the boxes held by the Council and has removed a quantity of papers that do not require retention by statute. Has made enquiries of a commercial shredding company who can deal with proper disposal and issue a certificate for the items removed. Is still trying to arrange meeting at Pre School to discuss items stored by them and other Parish organisations. Once space has been allocated, the boxes in hall may be sorted, reboxed and stored in this area pending transfer to the ESCC document store when this has relocated to Hailsham early in 2014.

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7. TO RECEIVE MINUTES OF COMMITTEE MEETINGS & MATTERS ARISING.

- 17th July 2012 – Highways Lighting and Transport Committee.
- 31st July 2012 – Planning and Building Committee.

It was RESOLVED that these minutes be adopted and that there were no matters arising. CLERK is to seek update from WDC Planning team regarding matters relating to Briar House Farm so that this may be reported at the next Planning Committee meeting.

8. TO RECEIVE REPORTS

- **Other committees and sub-committees.**
- **Meetings attended on behalf of the Parish Council.**
- **Clerk's report and issues.**
 - Sports Club have responded to request to remove trailer from Rec., they are relying on cutting this up to move it. CLERK is to seek a quote from Tony Moaby regarding removal and if the item has any scrap value to offset any costs. Some hardcore has also been dumped in the area, it is suggested that this could possibly be used as a base for a grass storage area.
 - Initial submission to CiLCA re: GPC has been returned as failed, this will be resubmitted shortly.
 - Due to lack of interest, the Councillor's training session on September 22nd has been cancelled by SALC. An identical event is to be held on 17th November at Rowfant near Crawley, Clerk requested Councillors who were to attend the September event to confirm if they are available for the rescheduled training session.

9. TO RECEIVE FINANCE INFORMATION

- Bank Reconciliation at end of July 2012.
The RFO presented the figures, which were agreed and signed by the Chairman.
- Review of Expenditure against Budget to end of July 2012.
- Approval of Payments. Clerk advised that invoices for grass cutting totalling £2766.50 (pre Vat) had been received in the post today but as they had not been itemised to allow apportionment have not been included on this schedule for payment, the contractors have been requested for this information. After explanation it was RESOLVED that the following payments be made:-

PAYMENTS

CHEQUE NO	CHEQUE PAYEE	DETAILS	AMOUNT
801450	Trevor Thorpe	Clerk's salary for August	£1,060.35
801451	H.M.R.C.	Tax and N.I. for August	£274.57
801452	Trevor Thorpe	Clerk's expenses for August	£45.65
801453	Jim Gander	Street sweeping for August	£112.99
801454	Rotherfield Village Hall	Hall hire fees for June	£40.00
801455	Rotherfield Sports Club	Grass cutting for August	£315.00
801456	Teambase	Stationery	£17.94
801457	Les Pike	Reimbursement for cutting of 6 spare keys for barriers in recreation ground	£18.00
801458	G. Burridge	Supply and install bus shelter at Town Row	£3,018.00

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801459	Konica Minolta	Copying charges 1/6 - 31/08	£22.03
		Total	£4,924.53

RECEIPTS

PAYMENT FROM	DETAILS	AMOUNT
Santander	Bank interest - July	£60.87
H.M. Treasury	Interest on 4% Consols holding	£29.74
Rotherfield Horticultural and Allotment Association	Rental for allotments	£500.00
Tester and Jones	Ashes interment fee	£50.00
Tester and Jones	Grant of Burial Right	£75.00
Tester and Jones	Memorial fee	£70.00
Burslem	Inscription fee	£30.00
	Total	£815.61

10. TO RECEIVE DETAILS OF INCOMING GENERAL CORRESPONDENCE

Letters and Circulars

- **NHS Sussex** – Invitation to NHS Sussex Joint PCT's AGM September 25th.
- **ESCC** – Notice of Annual Parish and Town Conference in Eastbourne on 17th September.
- **Uckfield Railway Line Parishes Committee** – Notice of meeting on September 12th at Buxted.
- **Uckfield & East Grinstead Community Rail Partnership** – Notice of Stakeholder Meeting 26th September at Oxted. Cllr. Clibbens offered to attend both of these events on behalf of the Parish Council, CLERK to contact the Parishes Committee to advise them.
- **AiRS** – Summary Report and Accounts 2011 – 12.

Magazines and Newsletters

- **Sussex Area Ramblers** – August newsletter.
- **CPRE** – Countryside Voice Summer 2012.
- **WDC** – Parish Bulletin July 2012.

11. TO RECEIVE INSPECTION BOOK & REPORTS

These were presented to the Chairman for signature.

12. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 11th September - Planning and Building Committee.
- 18th September – Highways Lighting and Transport Committee.
- 25th September – Recreation and Burial Committee.

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

- 27th September – Monthly Full Council meeting at Mark Cross Village Hall starting at 19:30.

13. TO RECEIVE URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA

- Clerk to add agenda item for the next Planning Committee meeting in respect of a proposal to run a “farmers market” in the village. Cllr. Thomas has done some

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research on planning and Environmental Health issues associated with such events.

- CLERK to provide an update regarding the sign for the former “George” in the Square.
- Chairman is to provide a progress report at the next Recreation and Burial Committee meeting in respect of the roundabout in the play area.
- Clerk is to request the grass cutting contractors to remove the grass cuttings currently stored near the entrance to St Denys’ old burial ground.
- Cllr. Clibbens advised that he is standing down from the role of Speedwatch Co-ordinator.
- Favourable comments have been received regarding the recently installed bus shelter at Town Row; requests have been made for a similar shelter by the Millennium Green.
- Cllr Wickenden reported that only one of the six hedges reported to ESCC had been cut. CLERK to write letter of thanks to owners of property concerned and liaise with Highways Steward regarding further action on the remainder. Cllr. Wickenden is to inspect hedges in North Street and New Road reported as overgrowing the pavement.
- Coppards report that the drive by the Pre School is to be resurfaced on the 3rd September, work on the New Road- King’s Arms “twitten” is to be deferred until the Council advise them that the hedges have been cut back as requested.
- Thanks received from donor of bench for St Denys’ Burial Ground to the Councillors involved in transporting and installing.

The Chairman declared the formal business of the meeting closed at 21:20.

14. PUBLIC FORUM.

None.

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