



**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 30TH MAY 2019 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

COUNCILLORS PRESENT

Cllr. R. Harris
Cllr. L. Henrick
Cllr. J. Kitchenham

Cllr. D. Hiles
Cllr. A. Martin
Cllr. A. Moore

Cllr. J. Richardson
Cllr. G. Watson-Smith
Cllr. N. Wickenden

COUNCILLORS ABSENT

Cllr. N. Glynn

ALSO PRESENT

T. Thorpe, Parish Clerk, Cllr. R. Standley (ESCC),
Cllr. P. Dixon (WDC) and five members of the public.

1. TO RECEIVE THE FOLLOWING: -

Chair proposed that item 3 ii on the agenda be moved to be dealt with after item 1e) as members of the public were present in connection with it. The Councillors present approved this change of order.

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

None.

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

- Cllr. Martin advised that he had a personal interest in item 3ii) and would comment on the item but not vote on it.
- Cllr. Henrick advised that she wished to comment on item 3ii). Clerk advised that the Council's code of conduct allowed a Councillor with a prejudicial interest in an item being discussed to make representations, answer questions and give evidence. They must then withdraw from the meeting.

c) District and County Councillor reports.

Cllr. Standley (ESCC) reported the following: -

- East Sussex Highways are deploying three new machines which will speed up the work involved in dealing with potholes on our roads. Approximately 30000 potholes are dealt with annually in East Sussex.
- East Sussex Music Service. This forms part of Cllr. Standley's portfolio and to preserve this service it has been proposed to merge with the Brighton Music Service; this proposal will be discussed at a meeting on Monday.
- Long vehicle issues. Cllr. Standley has proposed to Highways that the junction of the B2100 Catts Hill with the A267 at Mark Cross be remodelled to restrict and discourage vehicles turning into it. He has also suggested that a substantial and tall "bollard" be installed on the approach to the King's Arms when heading up Station Road B2100 – this to be disguised as a drainpipe to encourage support for the measure from the Conservation Officer.
- Hopes to meet our MP, Nus Ghani, regarding the matter but would like to receive feedback from Highways regarding suggestions and what is possible, beforehand.

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- Has spoken with Sussex Police who have assured him that it is not the case that they have refused to act against vehicles breaching the 9.9m limit. Cllr. Standley would like positive action from them, and prosecution if need be, as active discouragement to such vehicles.
- Annual Parish Meeting. He has taken up a concern raised by a Parishioner that no action had been taken by the Police in respect of a break in to her car despite palm prints being left on it. Witnesses on the Recreation Ground had also provided information to the Police regarding the incident. He has raised this with the PCCC and awaits her response.
- Cllr. Martin raised concerns that CCTV images of long vehicles had shown, on two occasions, that Police cars had been following them.

Cllr. Dixon (WDC) reported the following: -

- Local Plan is the second week of public consultation with the Inspector wishing to undertake further work regarding Ashdown Forest issues. Hearings may not take place until the Autumn
- Garden waste collection service. Around 17500 households have signed up to the service with the deadline extended by two weeks due to popularity. Cllr. Richardson advised of concerns raised with her regarding those without internet access not being able to “sign up”, and that long delays were being experienced in accessing Wealden D.C. by telephone.

d) Minutes of the Parish Council meeting held on 25th April 2019, and those of the 21st May 2019 Annual Meeting of the Parish Council, for approval as a true record.

It was **RESOLVED** that both sets of minutes be adopted and they were signed by the Chair.

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

Clerk advised that Adam Hardy is now providing clerical support on an “as and when” basis. Clerk is identifying areas of his work that can be passed over to him. Reporting long vehicles will be one of the areas of work that will be passed over.

At this point in the meeting Chair and Vice Chair handed over the meeting to Cllrs. Hiles and Wickenden, Chair and Vice Chair of the Council’s Planning and Building Committee, whilst item 3ii on the agenda was discussed. Details may be viewed below: -

2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF APRIL 2019, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND NOTE OR AUTHORISE PAYMENTS.

Budget, other financial reports and actions arising.

It was **RESOLVED** that these reports be approved.

Approval of payments.

It was **RESOLVED** that the following payments were approved: -

Payments 01/05/2019 - 31/05/2019

Payee	Amount	Transaction Detail
BHIB Insurance Brokers	£1,775.28	Renewal premium
BHIB Insurance Brokers	£76.61	Additional premium - Surgery
X2 Connect Ltd	£139.78	Items for phone kiosk repair
Phil Ireland	£788.24	Street Sweeping/litter picking
Adam Hardy	£262.50	Admin. Assistant costs
David Peacock	£354.00	Sign for Old Burial Ground & drawing for War Memorial railings
Coppard Plant Hire Ltd	£153.24	Powered barrow hire
Coppard Plant Hire Ltd	£246.48	Container hire pre school
Janet Kipping	£207.04	Rotherfield in Bloom costs

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Rotherfield Village Hall	£51.20	April room hire
Rialtas Business Solutions Ltd	£145.20	Accounting software annual fee
L.J. Head & Son	£101.49	Cemetery tap replacement
SSALC Ltd	£19.20	Good Councillor guides x4
KPS Contractors Ltd	£534.00	Gravedigging L34
SSALC Ltd	£17.00	LCR Magazine sub
Teambase	£54.00	Stationery
Teambase	£28.56	Stationery
e-mango	£345.60	Website hosting & support
Forest Row Parish Council	£148.80	Community Warden costs
Robert Harris	£66.84	Reimbursements
Tollwood Garden Service	£2,901.00	Grass cutting/groundwork
Tollwood Garden Service	£84.00	Grass cutting/groundwork
Rotherfield Twinning Association	£202.50	Grant toward St Cheron visit
Signs of Style	£171.00	Annual Parish Meeting signs
Trevor Thorpe	£133.75	Expenses/reimbursements
Rotherfield Sports Club	£325.00	Rec. maintenance
Trevor Thorpe	£1,593.67	May Salary
H M R C	£480.68	Tax and NI for May
North Weald Community Transport	£1,150.00	Annual support grant
Total	£12,556.66	

Receipts 01/05/2019 - 31/05/2019

Payer	Amount	Transaction Detail
Rotherfield Primary School	£500.00	Rec. maintenance contribution
Rotherfield Surgery	£5,346.66	April and May rent payments
Total	£5,846.66	

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

i. Confirmation of committee membership and Council responsibilities for Councillors absent from the 21st May Annual Council Meeting.

Cllr. Richardson was the only Councillor present at this meeting who had not been at the above meeting. The roles allocated were agreed by her and she also confirmed that she was willing to be a member of the Recreation and Burial Committee. It was also confirmed that Cllr. Richardson would be the Council's representative to Mark Cross School, with Cllr. Moore being the Rotherfield School representative.

It was **RESOLVED** that these roles be approved, **CLERK** to advise the organisations concerned

ii. **WD/2019/0487/F** Land to the rear of Horsegrove House Mayfield Road, Rotherfield, TN6 3LU

New five bedroom dwelling and refurbishment of residential outbuilding and garage workshop.

- Architect for the project spoke for the project and outlined the revised proposal; details were displayed for the meeting to view. It was acknowledged that the size of the property was the main area of contention to those opposing.

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- Those against the proposal highlighted the scale of the proposal and that it would overlook neighbouring properties and lead to loss of privacy. It was an overdevelopment, not in the spirit of the Village Conservation Area and would go over the development boundary.
- Previous applications had not included living accommodation in the barn, but this now featured.

It was **RESOLVED** that the meeting recommend that the application be **REFUSED** on grounds of overdevelopment.

REASON. The combined floor area of the proposed development is greater than that of the previous application. If permission is granted by Wealden District Council, there must be a condition imposed that the Coach House is not to be used for residential purposes.

The Chair and Vice Chair of the Council resumed their roles.

iii. “Adopt a Telephone Kiosk” scheme. Progress report for refurbishment of kiosk by the School; confirmation of adoption and usage suggestions for the kiosk in Church Road.

- Kiosk by the School. Replacement glass panels and fittings, also red paint, has been obtained for this and work will commence to refurbish for use as an informal library/book exchange. Cllrs. Harris and Watson-Smith have volunteered to deal with the repair work and painting required. Once the work has been completed the shelving will be installed.
- Kiosk in the Square - Papers have been received from BT to enable us to adopt it for a nominal cost of £1.

RESOLVED that the kiosk in the Square be adopted by the Parish Council, **CLERK** to complete paperwork required and dispatch with the £1 payment. Cllr. Henrick advised that the kiosk is a “K6” model and Grade II listed. Suggestions for future use to be passed to the Clerk for consideration at a future meeting.

iv. Review Council financial reserves and budgets as agreed at the April F & G P meeting.

- **CLERK** is to raise this matter with the internal auditor at his forthcoming meeting. Projects have been completed, or await completion, that will reduce our earmarked reserves. Specifically these are the lamp column recently installed on Mark Cross Millennium Green and the new pavement at Mark Cross; these will be funded by Community Infrastructure Levy monies held in earmarked reserves.
- Other projects being considered are speed awareness measures on the Village approaches which would be subject to approval by East Sussex Highways. **CLERK** will report in June regarding the Auditor’s view on our reserves.
- Committee Chairs have reviewed their budgets and at this early point in the financial year no issues have been identified.

v. Rotherfield Surgery: quote for car park repair, boiler replacement information, grounds tidying and other works.

- Quote has been received for car park work of £6245 plus VAT. Two further quotes are being sought and an approach will be made to the Rotherfield Trust for financial support for this work. **CLERK** to obtain these.
- Contractor has been asked for a firm date for the boiler repair work so that Surgery can prepare – suggestion is that work commences on a Thursday PM.
- Our groundwork contractor is to undertake tidying work around the surgery and will return after “bird nesting season” to reduce and tidy the hedge. Surgery have been made aware.

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- Path at the rear of the Surgery requires attention. Cllr. Wickenden and other Councillors have volunteered to deal with this as it was not included in the Contractor's list for attention.

vi. Staff matters: receive details of the Clerk's workload review and consider approval of the following documents: -

Chair summarised the background to the workload review, undertaken by an external consultant, and areas that it covered.

It was highlighted that recent large projects such as the Surgery and Pre School undercroft damp issues were unforeseen and that having a "business plan" or "strategy" would not have made any difference to workloads for Councillors and Clerk.

Copies of the following documents had been made available to Councillors prior to the meeting.

1. Staffing Committee Terms of Reference.

Chair summarised the aims of this Committee which focuses on the following: -

- Improving staff management by setting and reviewing objectives.
- Transfer of suitable duties to the Administration Assistant.
- Reducing reliance on Councillors to deal with Clerk's work, particularly during holiday periods.

RESOLVED that these be adopted.

2. Grievance and Disciplinary Procedures.

RESOLVED that these be adopted.

3. Parish Health and Safety Policy.

RESOLVED that this be adopted.

CLERK to ensure that a copy of the Health and Safety policy is provided for all our contractors.

4. TO NOTE THE MINUTES OF COMMITTEES PUBLISHED SINCE THE PREVIOUS COUNCIL MEETING.

None – notes from the inquorate Planning and Building Committee Meeting, and draft minutes of the 27th May Highways, Lighting and Transport Committee meeting, have not yet been compiled for circulation.

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

a) Meetings attended on behalf of the Parish Council.

- Chair, Vice Chair, Cllr. Martin and the Clerk had attended a meeting with Cllr. Standley and Cllr. Dixon regarding the Village HGV issues.
- Cllr. Watson-Smith had attended meetings of the Village Hall Committee and Sports Club.
- Cllr. Richardson had attended two events hosted by the Twinning Association for the visit of St. Chéron. Reported that both events had been a success.
- Chair and Vice have met with a local dentist who had expressed an interest in opening a dental surgery in Rotherfield Surgery. Currently there is no surplus space for this.
- Chair and Vice had attended the AGM of the Millennium Green Trust at which there was an interesting presentation on the plans to set up a "Forest School" for the benefit of local pupils.

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b) Clerk's updates and issues.

As previously reported Adam Hardy is now providing administrative support.

c) Items for next Parish Magazine column.

- Report on progress with the improvement and tidying work in the Old Burial Ground and installation of new sign.
- Forthcoming road closures on the B2101 High Cross during water works.
- Information on new councillor and co-option to fill vacancies.
- New pavement at Mark Cross.

6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- CRPE Sussex - Sussex Review and Annual Report Spring/Summer 2019
- St Chéron-en-Bref - Juin 2019
- Glasdon - Brochures x 2
- Clerk Magazine - May 2019
- Air Ambulance - Letter thanking for donation
- Clerks & Council's Direct - May 2019
- Local Council Review - Spring 2019
- Rotherfield Friendship Club - Thank you note for grant support
- Rotherfield St. Martin - Thank you note for grant support

7. TO RECEIVE INSPECTION BOOK & REPORTS

No issues requiring urgent action were noted in these and they were signed by the Chair.

8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 11th June - Planning and Building Committee
- 11th June - Communication and Social Media Committee – please note new date Meeting will follow the above and will not start before 20:00
- 27th June - Monthly Council Meeting

Meetings are in the Parish Council Room in the 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.

- **CLERK** to investigate locations of tablets issued to Councillors.
- Verge at Catts Hill junction with A267 is becoming overgrown. **CLERK** to investigate responsibility for cutting at this location and raise a fault report with Highways if it is considered a sighting hazard.

Chair declared the meeting closed at 21:15.

10. PUBLIC FORUM.

None.

Adopted and signed as a true record at the 27th June 2019 meeting of the Council

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

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