



**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 8<sup>TH</sup> OCTOBER 2019 AT 19:30  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

**PRESENT**

Cllr. G. Watson-Smith (Chair)  
Cllr. N. Wickenden (Vice Chair)

Cllr. R. Harris  
Cllr. L. Henrick

Cllr. K. Rignall

**COUNCILLORS ABSENT**

Cllr. A. Martin and Cllr. J. Richardson.

**ALSO PRESENT**

Trevor Thorpe, Parish Clerk.

**1. TO RECEIVE THE FOLLOWING: -**

**a) Apologies for absence (LGA 1972 s85):**

None.

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

None. Councillors were reminded that they should declare an interest at any point of the meeting if they became aware of one relating to an item being discussed.

**c) To resolve that the Minutes of the meeting of this Committee held on 9<sup>th</sup> July 2019 be taken as read, confirmed as a correct record and signed by the Chair.**

It was **RESOLVED** that these be confirmed and adopted as a true record and they were signed by the Chair of the Committee.

**d) Update regarding matters arising and action items from previous meetings.  
July meeting of the Committee**

**• Request re: drone flying event.**

It was not possible to arrange this for the Summer school holiday. It is hoped to arrange for it to take place during the Autumn half term holiday, Clerk has contacted Parishioner involved and awaits response.

**• Replacement fence at top of bank to lower football pitch.**

Now installed, invoice issued to the Sports Club in respect of their 50% contribution toward the cost.

**• Railings for the War Memorial.**

These have been delivered and await installation by Councillor volunteers.

**• Unmarked Grave in the Old Burial Ground of a soldier from the village.**

Clerk has contacted the CWGC who have referred him to the Joint Casualty and Compassionate Centre Commemorations team regarding his interment dating from 1951. They have researched the case, the grave in question is not a War Grave, but a family one, as it already had a family member interred within; they are unable to install a Memorial stone. They also believe that the family did not wish a memorial installed.

**e) Committee financial report and agree any actions required.**

Clerk is to produce budget and journal report relating to this committee for the 2018/19 Financial Year so that the figures for grass cutting in the Cemetery and Burial Ground

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may be reviewed to enable more accurate distribution of these costs for 2020/2021

**f) Review and agree budget and precept requirements of this Committee for 2020/21.**

Details of the proposed budget for the forthcoming financial year were circulated to the meeting and it was **RESOLVED** that the following changes and additions be made: -

1. All income be placed in one cost centre under an income heading.
2. Under Capital Projects 4301 remove Prep. Work Cems. Extension, and add Pre School Garden Project with a sum of £4000.
3. Under Capital projects 4305 remove Removal Of Bank Play Area and add Pre School Glazing Project with no sum of money added as yet.
4. Under Capital Projects 4317 retain Pitch Drainage with a sum of £3000.
5. Remove 4319 War Memorial and 4320 Burial Ground Improvements.
6. Under 4321, sum to remain at £5000.
7. Under cost centre 302 4341 Ground Maintenance to increase to £11,000.
8. Under cost centre 303 4381 Grds. Maintenance Contract to be removed and add to 4380 Burial Grounds Maintenance and Mowing which should then total £11,450.

**CLERK** to update budget software for 2020/21 to reflect this.

**RECEIVE INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURE AS REQUIRED REGARDING THE FOLLOWING MATTERS.**

**2. RECREATION GROUND, CAR PARK AND VILLAGE HALL**

**a) Concerns raised regarding path to the Bowls Club.**

The Bowls Club raised this matter at the September meeting of the Sports Club. Path has been laid to the Council's specifications and various suggestions were made regarding possible improvements. It was agreed that a site meeting be arranged with Councillors and the contractor involved to discuss what can be done to alleviate the issues raised. **CLERK** to note and contact contractor to arrange meeting.

**b) Installation of CCTV on the Village Hall.**

Indicative cost of £5K for this was mentioned in July. Other organisations in the Rec. have expressed an interest but would need more detail of costs before being able to decide regarding contributing toward the installation.

**CLERK** to ask Cllr. Martin if he has received more detailed figures from the contractor approached.

**c) Introduction of charging scale for commercial activity on Parish Council land and suggested fee level.**

**RESOLVED** that a decision regarding introducing charges be deferred until further information is obtained on the matter.

**CLERK** to seek advice from SSALC and ensure that current public liability insurance details are obtained from the fitness group who currently use the area. Cllr. Wickenden expressed his view that no commercial activity should be permitted on Parish Council owned land.

**d) Rotherfield Pre School matters**

**i. 5 yearly rent review.**

Parish Council currently receive £750 annual ground rent from ESCC. The document relating to the lease state that review of this sum was due on the 3<sup>rd</sup> Anniversary of signing and every 5 years thereafter.

**RESOLVED** that no change be made in the rent level, **CLERK** to advise ESCC and note date of next review.

**ii. Update regarding damp issue in “undercroft” area of building.**

ESCC officer who inspected the site has advised Cllr. Martin that he has reported

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back findings to his colleagues. Confirmation awaited of how ESCC will progress this; it is likely that they will meet with another contractor on site to discuss some initial investigation works with a view to agreeing remedial repairs and obtaining a quote for them. Clerk is in the process of arranging secure off site storage of the Council's papers currently stored there and it was **RESOLVED** that arrangements be made with the storage company for the papers to be deposited with them on Saturday 21<sup>st</sup> October, **CLERK** to organise.

**iii. Cutting of hedge beside and below the building.**

Cllrs. Watson-Smith and Wickenden have kindly agreed to deal with this work.

**iv. Request from the Pre School that they develop a small garden area next to the building**

Sum has been allocated in the 2020/21 budget for improvements to the area below the Pre School, in particular to protect and enhance the area around the waste disposal unit. A garden area will also feature; the track allowing access to the lower football pitch will be unaffected.

**RESOLVED** that these works are to be undertaken. **CLERK** to also visit Pre School to investigate, photograph and report to ESCC concerns regarding the loose cover to the control box associated with the waste disposal unit at the rear of the building.

**e) Suggestion that savings could be made by having a shared waste bin for use by the Village Hall, Council and the Sports Club.**

Clerk is to make enquiries of our litter picker as to usage of the two bins located behind the hall. The red locked bin is paid for by the Parish Council, but ownership of the other bin is unclear. **CLERK** to report when information has been obtained so that a decision may be made as to whether one bin will be adequate.

**3. ROTHERFIELD PARISH CEMETERY**

**a) Review fees for 2019/20 and updates arising from introduction of the Children's Funeral Fund.**

Updated version takes into account the introduction of the Children's Funeral Fund, no actual changes have been made to the fees themselves.

**RESOLVED** that the changes be approved and that our fees will remain unchanged for 2020/21, **CLERK** to note and publish the amended fees list.

**b) Provision of storage rack for holding boards used during gravedigging.**

**RESOLVED** that Clerk investigate size and state of the boards currently held at the Cemetery and enquire of local timber building companies regarding suitable structure to protect them from the weather.

**4. OLD BURIAL GROUND AND COURT MEADOW GREEN**

**a) Offer by the local British Legion, and a Parishioner, to each donate a bench for the Green.**

Clerk has visited the Green with a member of the local Royal British Legion branch who is to propose this purchase at their forthcoming AGM. Suitable site was located and marked. A separate offer of a memorial bench has been made by a local family and there is to be a site meeting between them and Chair and Vice Chair at 09:00 on Saturday to discuss location and arrangements.

**6. TO RECEIVE NOTICE OF DATE OF NEXT MEETING OF THIS COMMITTEE.**

Subject to confirmation of meeting room availability this to be held in the Parish Council Room at Rotherfield Village Hall on Tuesday January 21<sup>st</sup>, 2020 starting at 19:30.

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## **7. REPORT DETAILS OF ANY URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA.**

- It was agreed that letters of congratulation be sent to two Parish residents who have been recognised and honoured by the Diocese of Chichester for their work in the Parish. It was also agreed that a letter of thanks to be sent to the Bonfire Society in respect of another successful Carnival. **CLERK** to arrange.
- **CLERK** to contact Parishioner who proposed the idea of the book library in the refurbished telephone kiosk by the School and agree shelving requirements.
- Clerk advised that two of the benches in the Cemetery are in a poor condition. Chair reported that it is the intention that one is to be replaced by a bench from Court Meadow Green and the other disposed of.
- Cllr. Watson Smith has kindly offered to turf a plot in the Cemetery which has been subject to correspondence with the owner.
- To reflect the increased number of wreaths required by the Council for the Remembrance Service the donation to the local Royal British Legion Branch has been increased.
- Clerk has suggested that the two direction signs on the corner of the stores be refurbished/repainted. He will contact the owners to seek their consent for this and obtain a quote from our finger post contractor for consideration.
- Cllr. Rignall enquired whether the rooms at the Surgery could be used for other purposes during its afternoon closure period. She was advised that access during the period could present security problems and would require a keyholder to be present, also that the afternoon closure was sometimes utilised by the staff to deal with their paperwork.
- Cllr. Wickenden advised that Blackthorn was overgrowing the path between Station Road and Chant Lane. He is to ask the landowner to cut back and advise if our contractor will be required to undertake the work.

Chair declared the formal business of the meeting closed at 20:35.

## **8. PUBLIC FORUM.**

None.

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

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