



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

**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 25th JULY 2019 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

COUNCILLORS PRESENT

Cllr R Harris (Chair)
Cllr L Henrick (Vice Chair) (19:41)
Cllr G Watson-Smith
Cllr J Kitchenham

Cllr D Hiles
Cllr A Martin
Cllr A Moore

Cllr J Richardson
Cllr N Wickenden
Cllr P Kember

COUNCILLORS ABSENT

Cllr N Glynn

ALSO PRESENT

T. Thorpe - Parish Clerk, Adam Hardy - Council Administrator, Cllr R. Standley (ESCC),
Cllr K Obbard (WDC), Cllr P. Dixon (WDC) and one member of the public.

1. TO RECEIVE THE FOLLOWING: -

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

Cllr L Buck, Cllr K Rignall and Cllr F Whetstone (ESCC)

It was **RESOLVED** that the absences of Cllrs. Rignall and Buck be approved.

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

None

c) District and County Councillor reports.

The key points of Cllr Standley's report were as follows: -

- There is still pressure on the finances of East Sussex County Council, especially in the area of Social Care. County are waiting to hear about future funding decisions from the Government following the election of the new Prime Minister and Cabinet reshuffle. It is hoped that extra funding for schools will be made available as two schools in the area are marked for possible closure.
- ESCC are looking at declaring a Climate Emergency with a target of being Carbon neutral by 2050.
- Kings Arms: Cllr Standley is waiting to hear from officers about Jersey Barriers and other proposed measures. Cllr Standley has met with Nus Ghani (Wealden MP) and viewed the damage to the pub. It is a work in progress.
- Cllr Standley was aware of the issues with regard to bin collections at High Cross, although this is a matter for Wealden District Council he will continue to follow the situation.

The key points of Cllr Dixon's report were as follows:

- Wealden District Council has declared a climate emergency with a target of being Carbon neutral by 2050. An action plan will be put in place exploring a variety of options for meeting this target.
- Local Plan: Hearings on the Local Plan will conclude next week, and a decision will be made on how to proceed.
- Waste Collection: The new contract has now been in place for two weeks. WDC are aware that some collections were missed last week. The new company are using the

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same routes for the collections as their predecessors, although this will be reviewed in the future.

- There have been over 30,000 subscribers across Wealden for Brown Bin collections. This is proving to be a large logistical exercise but on the whole, everything is progressing well. If any parishioners experience issues with their Brown Bin collection or subscriptions, then Cllr Dixon would be happy to assist them.
- High Cross Bin Collections: Cllr Dixon acknowledged the issue and is working to resolve it. Cllr Richardson wanted it placed on record how unhelpful – and on occasion rude – the staff at WDC had been when trying to raise this issue with them. Cllrs Dixon & Standley said that they would take this matter up with WDC as anyone who contacts the council should be treated with courtesy and respect.
- Cllr Martin asked for an update on three enforcement issues. Manure pile at Palesgate Lane should have been reduced and contractors will be returning to remove the rest. Skip on the Hill and the Caravan at Blackdon are still being followed up, Cllr Dixon will try and get an update for the council.

The key points of Cllr Obbard's report were as follows:

- New County Park at Horstead. Wealden District Council have made this 74-acre space available and Cllr Obbard would encourage Parish Councillors and parishioners to visit the site as an alternative to the Ashdown Forest.
- Wealden Activity Days. Cllr Obbard drew the Councils attention to the forthcoming Wealden Activity Days: It was agreed that the council could promote these on their website and social media platforms. **ADAM HARDY** to source a copy of the poster to add to the website, Twitter and Facebook.

d) Minutes of the Parish Council meetings held on 27th June 2019 for approval as a true record.

Draft minutes have been circulated to Councillors in advance of the meeting. Cllr Henrick had sent some typographical corrections to the Clerk in advance of this meeting.

It was **RESOLVED** that the minutes be adopted as a true record, subject to typographical changes, and they were signed by the Chair.

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

3v: - Eridge Station frontage tidying.

Cllr Harris will liaise with Sharon at SCRP to fix a date for a working party.

3iv:- Village Hall and Pre School have replied and support the idea of CCTV in principle but would need more information regarding cost and what sort of financial input would be expected.

It was agreed that the Council would wait another month for responses from the Scouts and Sports Club before taking any further action. **CLERK** to add an item to the August Parish Council Meeting.

3vi:- No comments have been made to the Rights of Way Review sent out by ESCC.

3ix:- Clerk and Vice Chair visited Barclays in TW on Wednesday and have initiated the setting up of an account with them. Intention is for this to be used solely for the Surgery finances. Other signatories will be added in due course.

3x: - Parish Warden currently on leave. Cllr Buck will catch up with him when next in the Village to compile a feature for Parish Magazine/Social Media.

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

Details of the reports and payments had been made available to the Councillors prior to the meeting.

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Cllr Martin declared an interest as he is one of the Payees on the payments list. Chair and Vice-Chair have reviewed the reports and it was **RESOLVED** that the reconciliation and budget reports, and the payments listed below be **APPROVED**.

Payments 1st – 31st July 2019

Payee	Amount	Transaction Detail
Rotherfield Village Hall	£44.80	June Hall Hire
C.D. & J. Jeffries	£60.00	Owl box for Old Burial Ground
SSALC Ltd	£252.00	Training
Direct365Online Ltd	£503.24	Waste collection costs
The Computer Studio	£538.72	Tablets and Office 365 costs
Forest Row Parish Council	£72.00	Community Warden costs
Coppard Plant Hire Ltd	£2,064.00	Repair and reinstall Beacon
Teambase	£19.14	Stationery
Adam Hardy	£313.36	July Council admin.
Tollwood Garden Service	£1,586.00	July groundwork & grass cutting
A. Martin	£263.23	SID & other work
Trevor Thorpe	£134.10	Mileage and postage costs reclaimed
Trevor Thorpe	£46.00	Keep clear marking costs reclaimed
Trevor Thorpe	£122.80	Boiler warranty cost reclaimed
Trevor Thorpe	£12.50	Printing cost reclaimed
Trevor Thorpe	£1,593.67	Salary
H M R C	£480.68	July Tax & NI
Phil Ireland	£417.50	Street sweeping/litter picking
Rotherfield Football Club	£325.00	July pitch maintenance
Total Gas & Power Ltd.	£96.43	Surgery gas bill
Dual Energy Direct Ltd.	£204.04	Surgery Electricity bill
L.J. Head & Son	£4,578.30	Surgery boiler replacement
TOTAL	£13,727.51	

Receipts 1st - 31st July

Payer	Amount	Transaction Detail
H M Revenue & Customs	£1,591.28	Vat reclaim 1/6 - 30/6
Rotherfield Allotment Assn.	£1,000.00	Annual rent
Rotherfield Millennium Green	£31.25	Dog bin cost contribution
Rotherfield Surgery	£5,346.66	Rent for June & July
The Rotherfield Trust	£3,815.25	Grant for Surgery boiler
TOTAL	£11,784.44	

The Clerk reported that the Insurance is over budget this year due to the purchase of Rotherfield Surgery which has meant that our premium has gone up.

Cllr Kember asked about the Raising the Roof Project and Cllr Martin updated him with regard to this project and the support that the Council is giving to Rotherfield Players as the Council owns the Village Hall.

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Cllr Hiles updated the council in relation to new VAT legislation that is going to make it easier to claim back VAT. He is going on further training and will update the council following this.

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

i. Adoption of Risk Management Policy, as advised by Internal Auditor, to enable compliance with item 5 of Section 1 of the 2018/19 Annual Governance Statement.

The Risk Management Policy had been made available to Councillors prior to the meeting. The chair drew to the attention of councillors the level of public liability required by contractors who work for the council which is set at £10 million. The council are fully aware of jobs related to certain areas and levels of risk which require the £10 million but it can prove difficult to find contractors for jobs that would be classed as lower risk, so the Chair suggested that a caveat be added to the financial risk document to reflect this. It was **RESOLVED** that the policy be adopted and reviewed on an annual basis with the Chairman's suggested amendment.

ADAM HARDY to amend the Risk Management policy and publish on the website.

ii. CCTV. Adoption of updated policies & associated documents to ensure GDPR compliance.

The revised CCTV Policy, CCTV Access Log, GDPR Breach Log, Third-Party Access Request Form and Subject Access Request Form had been made available to Councillors prior to the meeting. Adam was asked to present the revised policy to the Council pointing out the key changes and new responsibilities. It was **RESOLVED** that the revised policy and associated documents be adopted.

ADAM HARDY to publish the revised policy and associated documents on the website.

A discussion took place regarding the remuneration that should be collected for repeated access requests to CCTV footage and images.

ADAM HARDY to be asked to investigate appropriate remuneration costs requested by other councils and report back to Clerk for consideration at a future meeting.

iii. War Memorial:

a) Agree acceptance of quote for railings to surround the Memorial and installation arrangements.

A quote from Burslem for £2975 plus VAT had been made available to Councillors prior to the meeting. Cllr Martin reported that he had a revised quote from Burslem for consideration:

Materials	£1531+VAT
Installation by Burslem	£500+VAT
Total:	£2031+VAT

Cllrs Watson-Smith & Wickenden expressed a wish to undertake the installation themselves. It was agreed that the height of the railings should be 600cm.

It was **RESOLVED** to ask **Cllr Martin** to liaise with the **Clerk** to order the materials required with a cap on costs set at £1650+VAT. Cllrs Watson-Smith & Wickenden will then install the railings around the War Memorial.

b) Disposal of records relating to donations received toward the Memorial.

The Clerk reported that he is still in possession of the donor records for the War Memorial going back 18 months. In order to comply with GDPR he suggested that these be destroyed as they contain personal information.

Cllr Wickenden suggested that permission should be sought to retain the records for future generations to know who funded the building of the War Memorial. In order to comply with GDPR we would need to contact each of the donors to get permission for the retention of their personal information.

It was **RESOLVED** that the **Clerk** dispose of these records. Cllr Wickenden wished his objection to be noted in the minutes.

iv. Consider request for drone use on Parish Land in connection with training courses.

Following the demonstration to Councillors of drone flying on Tuesday 23rd July, discussions took place regarding the application to use Parish Council Land for drone training courses. The Clerk summarised the Council's position and its previous discussion on drone use and why the Parish Council originally decided not to allow drone use on its land.

Concerns were expressed by many Councillors regarding privacy and safeguarding with residential properties and the Pre-School situated closely to the proposed area of use. Councillors wondered if it would be possible for the training courses to be for flight only and not to use any imaging equipment. It was suggested that a height and distance limit be placed upon the use of the Drones. Councillors wanted it recorded that they did not want the course to be a disruption to other users of the recreation ground.

Two proposals were put to the vote:

Proposal One (Cllrs Martin & Moore): That the request be rejected for drone use on Parish Land in connection with training courses.

For:4 Against: 5 Abstention: 1

As the first proposal was defeated the Counter Proposal was put to the vote:

Proposal Two (Cllrs Kember & Kitchenham): That the request be accepted, and permission given for drone use on Parish Land in connection with the training course subject to conditions set by the Parish Council.

For: 5 Against: 4 Abstention: 1

It was **RESOLVED** that permission for drone use on Parish Land in connection with training courses be given for four weeks commencing 28th July to carry out four drone flying sessions subject to the following conditions:

- All flights must take place between Monday – Friday.
- Session dates and times must be notified to the Council and a Councillor may attend the course.
- All relevant documentation and insurance must be presented to the Council Clerk before the event can commence.

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Cllr Kember agreed to liaise with Adventure Dog Productions during the training course. **CLERK** to contact the parishioner making the request and inform him of the Council's decision.

v. Installation of dog bin on land adjacent to New Road, to be funded by the Millennium Green, with emptying costs met by the Parish Council.

The Clerk informed the Council that the Millennium Green had agreed to fund the cost and installation of the bin if the Parish Council will meet the emptying costs. A member of the public was invited to address the meeting and he confirmed that the landowner was happy for the bin to be installed. A 50litre bin is being proposed.

It was **RESOLVED** that the council will pay for the emptying costs incurred by the new waste bin. **CLERK** to liaise with the Millennium Green Committee to move this forward.

Cllr Kember enquired why the Parish Council does not administer the Millennium Green. Cllr Harris replied that it was managed by a trust and that the Parish Council do not own the land.

4. TO NOTE THE MINUTES OF COMMITTEES WHICH HAVE BEEN PUBLISHED SINCE THE PREVIOUS MEETING.

- 2nd July Planning & Building Committee
- 9th July Recreation & Burial Committee
- 16th July Highways, Lighting & Transport Committee
- 23rd July Planning & Building Committee

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

a) Meetings attended on behalf of the Parish Council.

Clerk:	Wealden Clerks Meeting Society of Local Council Clerks Meeting
Cllr Harris:	High Weald Meeting – Cllr Harris to circulate a report to Councillors.
Cllr Henrick:	Wealden District Association of Local Councils AGM
Cllr Richardson:	Rotherfield Summer Fete Citizens Advice Bureau AGM
Cllr Moore:	Mark Cross School – Attended a meeting with the Headteacher and they are very keen to be involved with the Council.

b) Clerk's updates and issues.

- Chasing ESCC for the rent money for the Pre-School Building
- Following up on the manure that has been dumped in Palesgate Lane to ensure that it is all cleared away.
- An ongoing investigation is taking place about CPRE and it is suggested that Parish Councils as a body should not be members as it politicises them. It is acceptable for individual Councillors to be members if they wish.

c) Items for next Parish Magazine column.

- Cllr Kember Bio and Picture
- Old Pupils Association
- Car Park work at the Surgery
- Mark Cross Footpath

6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

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- Tunbridge Wells Samaritans
 - The Clerk Magazine
 - Clerks and Councils Direct
 - Creative Play
 - Wicksteed
- Note of thanks for recent support grant cheque.
July Edition
July 2019 Issue
Product Catalogue
Multi Use Games Area information

7. TO RECEIVE INSPECTION BOOK & REPORTS.

No items requiring urgent action were identified in these and they were signed by the Chair.

8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 13th August Planning and Building Committee.
- 20th August Communications and Social Media Committee.
- 29th August August Parish Council Meeting (Eridge Village Hall)

All meetings start at 19:30. These meetings will be held in the Parish Council Room, Rotherfield Village Hall, with the exception of the 29th August meeting which is to be held in Eridge Village Hall.

9. REPORT DETAILS OF ITEMS AND ISSUES NOTIFIED TO CLERK IN ADVANCE OF THE MEETING FOR INVESTIGATION, FURTHER ACTION OR FOR FUTURE AGENDA.

Cllr Kitchenham reported an increased number of posters had appeared at Mark Cross again and wanted advice on which ones should be removed. It was suggested that the Councillors responsible make a subjective judgement about which ones to remove.

Cllr Harris informed the Council that the Surgery Car Park repairs and lining will go ahead and Coppards will be completing the work. This has been achieved with the support of the Rotherfield Trust.

Chair declared the formal business of the meeting closed at 21:37

10. PUBLIC FORUM.

None.

Adopted and signed as a true record at the 29th August meeting of the Council

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