



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

**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON THURSDAY 29TH AUGUST 2019 AT 19:30
IN ERIDGE VILLAGE HALL, OLD ERIDGE ROAD, TN3 9JF**

COUNCILLORS PRESENT

Cllr. R. Harris (Chair)
Cllr. L. Henrick (Vice Chair)
Cllr. L. Buck
Cllr. R. Kember

Cllr. J. Kitchenham
Cllr. A. Martin
Cllr. A. Moore
Cllr. J. Richardson

Cllr. K. Rignall
Cllr. G. Watson-Smith
Cllr. N. Wickenden

COUNCILLORS ABSENT

None.

ALSO PRESENT

T. Thorpe, Parish Clerk, Cllr. R. Standley (ESCC), Cllr. F. Whetstone (ESCC),
Cllr. P. Dixon (WDC) and one member of the public.

1. TO RECEIVE THE FOLLOWING: -

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

Cllr. K. Obbard (WDC) submitted an apology for his absence.

Cllrs. Glynn and Hiles submitted apologies for absence and it was **RESOLVED** that that these be accepted.

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

None. The Chair reminded the Councillors that they should declare an interest at any point in the meeting if they became aware of one in connection with a matter being discussed.

c) District and County Councillor reports.

Key points of these were as follows:

Cllr. Whetstone (ESCC).

- There are no Council meetings held during August so little to report.
- Highlighted the important work of the Council's Fostering Service which was rated as "Outstanding" by OFSTED in September 2018. This service has taken up the role of children's homes which are reducing in number.
- Concerned that many fostering agencies are being "bought up" by commercial organisations.
- The issues arising from children for fostering being sent to the South East by London Boroughs had reduced.
- All Foster children are now being issued with suitcases instead of bin bags in which to keep their personal belongings. This is in order to make them feel more assured of their own worth when moving to foster homes.
- Highways are now using a machine to remove top surfaces, melt and reapply to effect repairs. He had seen this in action and results appeared good.
- GCSE and A level results were satisfactory overall.

In response to a question regarding availability of foster parents he advised that County have to work hard to recruit these and would welcome encouragement to anyone who was interested in this role. It was mentioned that a Parishioner had fostered over 1000 children and perhaps, with their agreement, their story could encourage new recruits to the role? Cllr. Whetstone is to investigate and report back on the number of "looked after" children in East Sussex.

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Cllr. Standley (ESCC)

- Results in the County's Schools had improved, Beacon Academy had once again scored highly.
- It is rumoured that the forthcoming Chancellor's statement on the one year spending review could provide additional funds for schools.
- More money is to be allocated to special needs and three new units are to be built.
- Has chased the Highways Officer concerned for conclusions and report regarding further measures to discourage long vehicles passing through the Village.

Cllr. Dixon (WDC)

- Local Plan. The second part of the hearing process is to take place shortly and there will be a short delay in publishing the results.
- The bi-annual phone survey of residents is due with around 2000 residents contacted for their views on the Council.
- Appeal against refusal of WD/2018/1467/F Yew Tree Trout Farm is due to start on the 3rd September at Hailsham.
- The Hailsham centre regeneration plans consultation is to commence shortly.

Cllrs. Standley and Dixon were thanked for their assistance in resolving the bin collection issues in High Cross arising from the roadworks closure. Thanks from a Parishioner were passed on to Cllr. Standley who had contacted them regarding a highway issue.

d) Minutes of the Parish Council meetings held on 25th July 2019 for approval as a true record.

Draft minutes have been circulated to Councillors in advance of the meeting. It was **RESOLVED** that the minutes be adopted as a true record and they were signed by the Chair.

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

July Council meeting item iv. Re: drones.

Due to holidays Cllr. Kember been unable to put in place the demonstrations planned. Further investigations had shown that the GDPR issues associated with the drone flights could be more serious than first thought. Cllr. Rignall is to arrange one demonstration session and report.

Clerk reported on the following items.

- Dog bin in New Road. This is to be installed shortly by Millennium Green members and Wealden will add to their round for emptying.
- Order had been submitted for the railings to surround the War Memorial, these will take 4 – 5 weeks to arrive.
- The final invoice for the renovation work to the Old Burial Ground has been submitted and Clerk will shortly be submitting the papers to the Sussex Lund Fund to enable release of the grant funds covering work. The labour for the project had been provided by Councillors and volunteers from the community.

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

- Reports were circulated to the Councillors. Clerk advised that our accounts software providers were investigating a small difference in the Unity Bank reconciliation report. This report will be carried forward to the September meeting.
- The Chair confirmed that, during the Clerk's holiday, Councillors Harris, Martin and Henrick had authorised the payment of £21K to Warren Drive as payment for the installing of the Mark Cross pavement; this involved the movement of funds from reserves to the current account.

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It was **RESOLVED** that the budget and other reports be approved, and the following payments made.

Payments

Payee	Amount	Transaction Detail
Warren Drives	£21,600.00	Pavement at Mark Cross
Unity Trust Bank plc	£1.20	Manual credit fee
Coppard Plant Hire Ltd	£4.20	Board for car park work
Forest Row Parish Council	£141.12	Community Warden
Rotherfield Village Hall	£38.40	July hall hire
Friends of Rotherfield Surgery	£75.00	Coffee Morning costs grant
Rotherfield Pre School	£750.00	Annual support grant
Adam Hardy	£580.14	Clerical support August
Trevor Thorpe	£1,593.67	August Salary
H M R C	£480.68	August Tax & NI
Phil Ireland	£487.64	Street sweeping
Tollwood Garden Service	£2,756.00	Grass cutting and groundwork
Robert Harris	£9.00	Reimbursement - keys cut
Coppard Plant Hire Ltd	£1,140.00	Car park lining work
A. Martin	£1,824.00	SID maintenance and War Memorial fence
Trevor Thorpe	£26.73	Expenses for August
Dual Energy Direct Ltd.	£198.83	July Electricity for surgery
Total Gas & Power Ltd.	£26.75	July Gas for surgery
Total Payments	£31,733.36	

Receipts

Payer	Amount	Transaction Detail
Rotherfield Surgery	£2,673.33	July rent
Unity Trust Bank Deposit A/c	£21,600.00	To cover Warren Drives payment
Unity Trust Bank Deposit A/c	£4,000.00	Funds transfer
Total Receipts	£28,273.33	

Cllr. Richardson raised concerns regarding the budget of the Communications and Social Media Committee of which she is Chair. This budget was reduced to £3K for this financial year, a reduction of £500 from that allocated for 2019/19.

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

i. Information regarding correct use of CCTV and releasing of images to comply with GDPR.

Item included in error as these matters had been dealt with at the July Council meeting.

ii. Children's Funeral Fund – actions required by the Council.

Details of this Government backed fund circulated prior to meeting. The fund will cover the cost of funerals of those under 18, and stillbirths.

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CLERK to review and update current burial fees information document so that it references the Fund, and check/amend our current age criteria to be consistent with its terms. Item to be added to the agenda of the October Recreation and Burial Committee meeting to review and adopt the updated document as part of the annual fees review.

iii. Installation of further Defibrillators in the Parish – suggestions for possible sites.

Currently there is a Defibrillator in the Rotherfield Village Hall porch available 24/7. Clerk has contacted the Crowborough First Response team, who assisted with the arrangements to obtain the current device from the British Heart Foundation, to see if they can advise on sourcing further devices. It was **RESOLVED** that, subject to details of costs and consent of the property owners concerned, defibrillators will be obtained and installed at Mark Cross Community Centre, Eridge Station and a yet to be determined site in Rotherfield Village Centre.

CLERK to add item to September Council meeting Agenda to review and agree further action.

iv. Barclays Bank new account for Rotherfield Surgery finances – agree arrangements for signatories and transfer of funds representing income and expenditure to date.

RESOLVED that Cllrs. Harris, Martin, Watson-Smith and Richardson be added as signatories to the account in addition to the Clerk and Cllr. Henrick.

CLERK to contact Barclays with details of the additional signatories so that they can provide personalised forms for completion. When the account is fully active the sum representing the net income and expenditure of the Surgery since its purchase will be transferred to it, together with the utilities direct debits and rent payments.

v. Charging for commercial activities using Council land and premises.

Rear car park at the Village Hall is currently used for commercial fitness classes on three evenings per week at no cost to the provider. Chair proposed that charges be introduced for these classes, also for the proposed drone sessions on the lower football pitch, as these are commercial activities. Activities run by village groups and charities will continue to be free of charge.

It was **RESOLVED** to investigate charging commercial ventures which use council property and facilities.

CLERK to investigate level and nature of charges made by other Councils for similar activities and add item to the October Recreation and Burial meeting agenda for arrangements to be agreed.

vi. Eridge Station tidying, enhancements and improvements to cycle facilities.

The follow activities are planned: -

1. **Cllr. Wickenden** to arrange site visit with a local artist and Cllr. Richardson regarding a suggestion for installation of a mural at the station showing details of the former railway routes in the area; quote for cost to be obtained.
2. **Cllr. Wickenden** to arrange site visit with our grass cutting contractor to inspect the small area of the station frontage that requires tidying.
3. **Adam Hardy** to please report the current arrangements for cycle storage, **CLERK** to investigate products available.

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vii. Report and update from the recent personnel meeting and adoption of a Training Development and Appraisal Policy.

Draft Policy circulated prior to meeting. Chair and Vice Chair wish to get this policy in place as a matter of urgency to fulfil the Council's accountability to its staff. A review of the Policy will take place at end of the financial year. It was **RESOLVED** that the policy be accepted with some minor wording changes to page 2 to reflect this Council's Committee structure.

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

- 13th August - Planning and Building Committee
- 22nd August - Communication and Social Media Committee

copies of the draft minutes of these meetings have been circulated to Councillors and published. It was **RESOLVED** to receive them, to approve and confirm recommendations contained therein and, as far as requisite, the action taken by them.

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

a) Meetings attended on behalf of the Parish Council.

- Cllr. Buck had attended today's meeting of the Mark Cross WI, which was celebrating its Centenary.
- As agreed at the recent Communications and Social Media Committee meeting Cllr. Richardson is organising a programme of "coffee mornings" to engage with Parishioners. She has contacted the Deer Park and Courtyard Cafés who will be pleased to host these, response is awaited from the Mark Cross Garden Centre. Sessions will be of 90' duration and will be held on the 2nd Tuesday of the month at the Deer Park café, 3rd at the Courtyard and 4th at the Mark Cross Garden. Chair agreed that costs of these sessions may be taken from his Allowance, Cllr. Richardson to submit receipts. Cllrs. Moore and Rignall offered to attend some of the dates and will liaise with Cllr. Richardson regarding this. Poster is to be produced.
- Chair and Vice Chair had attended a very useful and informative HR and appraisal workshop organised by SSALC and led by the Seaford Town Clerk.
- The Chair had attended the 125th Rotherfield Horticultural Show. Reported that it was well attended and praised the organisers for ensuring that this community activity continued.
- It was suggested that Councillor nameplates be provided to use at meetings as this will help Councillors to familiarise themselves with their colleagues' names. **CLERK** to liaise with Cllr. Buck to produce these.

b) Clerk's updates and issues.

Clerk reminded Councillors that details of a number of Courses had been circulated and that Councillors who wished to participate in any of them should contact him to arrange bookings.

c) Items for next Parish Magazine column.

Details of the forthcoming "Coffee Mornings" are to be featured.

6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- Parker Wholesale - Plant catalogue
- Dulverton Trust - Details of grants available to charities and community groups working with young people. Clerk has circulated this information to local organisations for whom this may be of interest.
- CPRE - Countryside Voice magazine and "Field Work"

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- High Weald AONB - Briefing note

7. TO RECEIVE INSPECTION BOOK & REPORTS.

No items requiring urgent action were identified in these.

8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 2nd September - Planning and Building Committee.
- 17th September - Highways, Lighting and Transport Committee to include 2020-21 Budget and Precept
- 26th September - Monthly Council Meeting

These meetings will be held in the Parish Council Room, Rotherfield Village Hall, starting 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.

- Congestion issues created by delivery vehicle in North Street - Clerk to contact business concerned to suggest alternative arrangements for these.
- CCTV software and storage issues – these are being investigated by Cllr. Martin and Adam Hardy.
- Rotherfield St Martin internet. Issues with this, which had affected the CCTV, have now been resolved.
- Community Warden has raised a concern regarding the proposal for Cllrs. to place advisory notices on vehicles parked in dangerous/obstructive locations. **CLERK** to add item to the forthcoming Highways Committee meeting to consider this.

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

10. PUBLIC FORUM.

None.

Adopted and signed as a true record at the 26th September meeting of the Parish Council

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

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