



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

NOTES FROM THE “VIRTUAL MEETING” OF THE PARISH COUNCIL HELD ON 2ND APRIL 2020. THIS WAS TO DISCUSS AND RECEIVE INFORMATION RELATING TO AGENDA ITEMS FROM THE POSTPONED MONTHLY MEETING OF THE PARISH COUNCIL PREVIOUSLY SCHEDULED FOR 26TH MARCH 2020, AND OTHER ISSUES ARISING FROM THE “CORONAVIRUS”.

COUNCILLORS PARTICIPATING VIA MICROSOFT TEAMS

Cllr. L. Henrick (Vice Chair)	Cllr. P. Kember	Cllr. J. Richardson
Cllr. L. Buck	Cllr. J. Kitchenham	Cllr. K. Rignall
Cllr. D. Hiles	Cllr. A. Martin	Cllr. N. Wickenden
	Cllr. A. Moore	

Also participating were Trevor Thorpe, Parish Clerk and Adam Hardy, Clerical Support.

1. TO RECEIVE THE FOLLOWING: -

a) Public forum.

None.

b) Election of a Council Chair, and Vice Chair if required.

To be dealt with at a future meeting.

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

Cllr. Glynn.

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

Not applicable.

e) District and County Councillor reports.

Cllr. Obbard (WDC) had submitted a report via email.

f) Minutes of the Parish Council meetings held on 27th February 2020 for approval as a true record.

To be dealt with at a future meeting.

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

Clerk reported that funds had been transferred to the Barclays bank account set up to manage the finances relating to the Council's ownership of the Rotherfield Surgery freehold. The monthly direct debits for gas and electricity have been transferred to this account and work is in progress to separate the waste collection monthly bills so that these can be collected by the same method. Monthly rent payments to the Council for the Surgery have been redirected, and the bi-annual loan payment to the Public Works Loans Board will be collected from the account commencing with the September payment.

Clerk also reported that the section of the Coronavirus Bill 2020 relating to Council's is to come in to force on 4th April. The National Association of Local Councils will be producing two documents which will be available next week — a legal briefing note on the interpretation of the regulations and practical guidance for local councils on how to hold effective remote council meetings. These will be circulated as soon as they are received.

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

Tel: 01892 664245. Email: Clerk@rotherfieldparishcouncil.co.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk Twitter [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF FEBRUARY 2020, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND NOTE OR AUTHORISE PAYMENTS.

i. Review Budget, other financial reports, and agree any budget and nominal ledger adjustments required for year end.

These have been made available to Councillors and will be inspected and signed at the next available meeting of the full council.

ii. Approval of payments.

Undertaken via email and scans of invoices and supporting documents. Summaries of receipts and payments can be viewed in the separate reports.

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

i. Briefing from Adam Hardy regarding GDPR.

To be held at a future meeting. He has briefed the "Parish Pals" group regarding GDPR considerations.

ii. Coronavirus.

- Adam Hardy has set up "Microsoft Teams" to ameliorate impact on the Council's work and to allow Councillors to participate in meetings remotely. Cllr. Hardy and Clerk are to investigate software to allow Councillors to vote "online" voting at meetings.
- **Agree Council Action to assist Parish Groups in supporting the community.**
 - Cllr. Buck reported that Rotherfield St Martin (RSM) and the recently formed "Parish Pals" group have worked tirelessly over recent weeks to act as a "safety net" for all parts of the Parish and any Parishioners requiring practical support for matters such as shopping and collection of prescriptions.
 - The Parish has been divided into zones, each with a co-ordinator and deputy allocated. All houses have received "fliers" giving contact details of the local coordinators and Rotherfield St Martin.
 - An "app" has been created with the assistance of Adam Hardy and other Parish IT specialists. This is to be released on April 3rd. It will feature an interactive map with details of local businesses and facilities.
 - A grant has been made to Rotherfield St Martin to enable creation of a "cash float" for grocery and other purchases for those in need of help and have no access to "online" banking and card payment methods. They will monitor expenditure and reimbursements.

iii. Recreation Ground – details of drainage work to be undertaken by the Sports Club with support from the Parish Council and the Football Foundation Small Grants Scheme.

The following has been agreed in principle via email consultation of the members of Recreation and Burial Committee.

- Letter of support on behalf of the Council confirming that application is in joint names of the Club, and Council as the owners of the freehold.
- The letter highlights the value of the Rec. to the Parish, level of usage by football and cricket clubs, also the village school and preschool. It also highlights work undertaken on a voluntary basis by the Club in maintaining the playing surfaces to a high standard
- Financial support of up to £2K from the Council from the reserves earmarked for maintaining and improving the Rec.
- Clerk is to circulate the current Scheme of Delegation relating to his duties.

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

Tel: 01892 664245. **Email:** Clerk@rotherfieldparishcouncil.co.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

iv. Report and recommendations from the working group reviewing the Parish Council Five year plan.

To be dealt with at a future meeting.

v. Further action regarding the casual vacancy for a Councillor.

Clerk will advertise the vacancy and invite candidates for co-option to the Council with a provisional selection date of the 28th May Parish Council and Annual Council meeting.

vi. Information regarding Rotherfield School's expansion plans.

To be dealt with at a future meeting.

vii. Quotes received in response to invitations to tender for supply and installation of a CCTV system for the Recreation Ground area.

Three responses have been received. Reviewing the quotes will be deferred to a future meeting or to such time that a Councillor and the Clerk may meet to open them.

viii. Request for additional Christmas Lights for Mark Cross.

To be added to the agenda of the 22nd September Highways Committee meeting. Clerk to note and establish requirements prior to the meeting.

ix. Response to the Sussex Police consultation re: relocation of Crowborough Police Station.

The deadline has passed for a comment from the Council. Councillors were requested to make their personal views known to the consultation.

x. Review signatories to the Council's bank accounts.

Cllr. Buck has offered to become a signatory and Cllr. Richardson wishes to stand down from the role. **CLERK** to add item to the April PCM agenda to formalise this.

xi. Response to the Governments "Dormant Assets" consultation.

Clerk has investigated and considers that, as the Council has no assets of this nature, no response is needed.

xii. Amendments to the Councillor's Code of Conduct as recommended by ESCC.

To be dealt with at a future meeting.

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

- 3rd March - Highways, Lighting and Transport Committee
- 10th March - Planning and Building Committee

To be dealt with at a future meeting.

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

a) Meetings attended on behalf of the Parish Council.

- Strengthening Local Relationships Meeting with East Sussex Highways.
Cllr. Henrick is compiling notes for this.

b) Clerk's updates and issues.

None.

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

Tel: 01892 664245. Email: Clerk@rotherfieldparishcouncil.co.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk Twitter [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook

c) Items for next Parish Magazine column

Adam reported that the next few issues will be digital only and free of charge.

6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

Request for grant funding for the Horticultural Society will be considered at the forthcoming meeting of the Finance and General Purpose Committee. Other correspondence is all of a non-urgent nature and will be dealt with at a future meeting.

7. TO RECEIVE INSPECTION BOOK & REPORT

None.

8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 7th April - Communications and Social Media Committee
- 14th April - Recreation and Burial Committee
- 16^h April - Finance and General Purpose Committee
- 21st April - Planning and Building Committee
- 30th April - Monthly Council Meeting

It is anticipated that all of these meetings will be held remotely unless there is a change in the current situation regarding the meeting of groups.

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

- Cllr. Henrick noted that Five Ashes was flying its Sussex Flag. If Cllr. Watson Smith is happy to do so could our Sussex flag please be raised on the Mark Cross flagpole.
- Cllr. Wickenden commented on the fingerpost opposite Palesgate Lane which has been removed and laid down to enable drainage works. It is understood that these are being undertaken on behalf of ESCC and Clerk has already contacted them to ask that any damage due to this be rectified prior to reinstallation.
- Cllr. Martin was advised that the Speed Indicating Device was not working.
- Cllr. Hardy has offered to attend the beginning of virtual meetings to ensure that all is running smoothly with them.
- The Parish VE Day event has been postponed, it is hoped to reschedule to Saturday 15th August, the 75th Anniversary of VJ Day.

Notes retained as a record of this virtual informal meeting.

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

Tel: 01892 664245. Email: Clerk@rotherfieldparishcouncil.co.uk

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook