



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 30TH JULY AT 19:30**

**As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392
this meeting was conducted "online" via "Microsoft Teams".**

COUNCILLORS PRESENT

Cllr. L. Henrick (Vice Chair)	Cllr. R. Harris	Cllr. J. Richardson
Cllr. L. Buck	Cllr. J. Kitchenham	Cllr. K. Rignall
Cllr. A. Moore	Cllr. A. Martin	Cllr. G. Watson-Smith
Cllr. N. Wickenden	Cllr. D. Hiles	

COUNCILLORS ABSENT

None.

ALSO PRESENT

Adam Hardy (Council Administrator)
Cllr B Standley (ESCC), Cllr Francis Whetstone (ESCC) Cllr P Dixon (WDC)
and Cllr K Obbard (WDC).

1. TO RECEIVE THE FOLLOWING: -

a) Public forum

None

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

Cllr. P. Kember & Cllr N Glynn

It was **RESOLVED** that their apologies for absence be accepted.

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

None

d) District and County Councillor reports.

Cllr Rignall joined the meeting at this point.

Cllr Standley (East Sussex County Council):

- Most of the Council's time has been dominated by Covid-19. This has included the recovery of the local economy and how a local outbreak would be managed. The Council is committed to the reopening of schools to all pupils in September.
- The Council has started to look at next year's budget and it is proving to be challenging.
- In an interesting turn of events Cllr Standley had received correspondence from a parishioner stating too much of the Council's time was being spent on the Kings Arms and HGV issue. However, ESCC are still working on this and hope to have a solution ready to discuss in the autumn.
- Cllr Henrick reported that there had been an increase in HGV activity through the village centre and the council will resume regular reporting of these breaches to Operation Crackdown.

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- Cllr Henrick asked if the Council had any plans to resume physical meetings. Cllr Standley confirmed that the Council will continue to meet remotely.

Cllr Whetstone (East Sussex County Council):

- Works to improve the Uckfield Bypass are shortly to start and will last for about six-months.
- Cllr Buck asked about defending the Ashdown Forest. Cllr Whetstone confirmed that it is a concern but at the moment it will be a case of “see how it goes.”

Cllr Dixon (Wealden District Council):

- District Council has been working hard to keep services running. These are predominately being run by individuals working from home.
- Leisure Centres are now reopening across the district including Crowborough.
- Planning Committee North had recently approved a large-scale development of Eridge Road in Crowborough. Cllr Buck asked if this decision would set a precedent. Cllr Dixon replied that each application is looked at on its own merits. This application was considered to be sustainable and addresses a need for housing in the area. Cllr Whetstone added that Parliamentary Legislation is in place to protect building on the Ashdown Forest.
- Cllr Martin enquired if the enforcement team was working as there were several outstanding issues which had not been addressed. Cllr Dixon confirmed that they were working and will try and provide an update to the council.

Cllr Obbard (Wealden District Council):

- Planning application breaches take up a lot of councillors’ and officers’ time at Wealden.
- With regard to the recently approved application off Eridge Road, Cllr Obbard expressed an opinion that the officers have a “interesting” idea of sustainability. Concerns have been expressed that Council will fail to meet its target of becoming Carbon Neutral by 2050. Part of the issue is the lack of brownfield land within the area. Cllr Standley felt it was unfair to criticise the officers and the scope of sustainability will be tested in the courts.
- Cllr Henrick commended the Waste Services during the ongoing pandemic.
- Cllr Obbard shared the frustration of the Parish Council with the delay in dealing with enforcement matters. Cllr Dixon confirmed that all those who breach planning conditions will be required to submit retrospective applications and any refused will be dealt with appropriately.

e) Minutes of the Parish Council meetings held on 25th June 2020 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 will be signed when circumstances allow.

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

- Council Administrator reported that updated CCTV Policy had been circulated and updated on the website.
Cllr Henrick & Buck confirmed that they still had some additional work to do on the grants policy and would bring it before the next meeting of the Council for adoption and publication.

Clerk to place an item on the agenda of the August Parish Council Meeting.

- Cllr Wickenden confirmed that the work regarding the soil in the recreation ground would be completed in August before the Pre-School returned.
- Council Administrator reported that Cllr Harris’ email address and online access has been restored.

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- Council Administrator reported that the work on the Castle Hill junction has been completed.
- Clarification regarding the mole activity in the Cemetery was discussed.

Council Administrator to enquire if Tom Woodgate offers services for dealing with this.

- Council Administrator reported that the fallen tree in the cemetery has been removed.
- Cllr Martin reported that he had instructed the Village Street Sweeper to tidy up the cut through in the Village Square beside the Catts Inn. However, the majority of mess and debris is not in the Council's remit as it is associated with the residential properties.

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

Financial reports, invoices and details of payments had been made available to the Councillors prior to the meeting.

It was noted that the Surgery Floor payment appears in two lists as a payment. Clerk to clarify that only one payment will be made and to ask for the invoice to be reissued to the Parish Council rather than the surgery.

Council Administrator to contact the surgery and ask them to get the invoice reissued. This invoice can then be settled.

It was **RESOLVED** that the budget and bank reconciliation reports be approved, and the payments shown below authorised. It was noted that the clerk's salary, expenses and pension payments were added to the list, circulated prior to the meeting,

Cllr Martin declared an interest at this point as he is one of the payees on the payment list.

List of Payments made or authorised between 1st – 30th June

Payee Name	Transaction Detail	Amount
Xtraspace	June document storage fee	£84.50
Rotherfield Sports Club	July pitch grass cutting	£325.00
Lloyds Bank Card Services	Charge card May payments	£3.00
Ian Bassett	Balance of Kiosk Work	£300.00
Phil Ireland	Street sweeping/litter picking	£561.20
NEST Pension Contributions	Clerk June & July Pension	£273.88
Tollwood Garden Service	June Works	£3,186.50
Crowborough Town Council	Viro Kill Spray for play area	£33.72
East Sussex Highways	New lantern unit column 52	£852.89
William J Clark	Flail topping lower cemetery	£90.00
William J Clark	Flail cut Rotherfield Hill	£120.00
Gladson UK Ltd	Mark Cross & Horsegrove Dog Bins	£572.04
Rotherfield Pre School	Support Grant – Pre School	£750.00
Friends Rotherfield Surgery	Friends of the Surgery Grant	£100.00
X2 Connect Ltd	Kiosk Paint & Signage	£229.00
Figtrees Fencing & Landscape	Cemetery board storage area	£800.34
Direct 365 online Ltd	Bin by Village Hall	£527.80

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Datacenta	Web Domain Hosting – 2 years	£48.00
Adam Hardy	Council Administrator – July Hours	£343.75
Image Contract Flooring Ltd	New flooring in two rooms	£2,460.00
Adrian Martin	Various Maintenance Items	£243.77
Dual Energy Direct	Surgery Electricity 1 st - 30 th June	£202.77
Total Gas & Power Ltd	Surgery Gas Bill 1 st – 30 th June	£60.33
Rotherfield Surgery	Bills reimbursed - Cleaning, phone calls and waste collection	£373.06
Assured Air & Water	Annual Legionella Test	£312.00
Image Contract Flooring Ltd	Surgery Flooring Work	£2,460.00
Clerk Salary	July Salary	£1602.43
Clerk Expenses	July Expenses	£35.70
Clerk Tax and Pension	July Tax and Pension Contributions	£470.12
Total Payments		£17,421.72

List of receipts between 1st – 30th June

Rotherfield Surgery	Rent for July	£2,673.33
East Sussex County Council	Pre School Annual Rent	£750.00
Rotherfield Allotment Association	Allotment Annual Rent	£1,000.00
Rotherfield Millennium Green	Dog Bins April-June	£31.25
Tester and Jones	Gravedigging costs and burial fees	£250.00
Football Foundation	Football Foundation Grant	£16,411.00
Interest Santander Bank	Santander June	£22.22
		£21,137.80

It was agreed that now that the remainder of the Football Foundation Grant had been received the final payment to Agrifactors can now be made.

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

i. Response to NALC Code of Conduct Review:

The Councillors noted the contents of the new suggested Code of Conduct document. The usual practise is for Wealden District Council to adopt a new Code of Conduct and then review our own.

It was **RESOLVED** not to make a response to the consultation.

ii. Responses to invitations to tender for installation of CCTV in the Recreation Ground:

Cllr Martin declared an interest as a former director of one of the companies who had tendered. The following tenders had been received:

AB Fire and & Security	£3,440.00+VAT
TN6 Electrical	£1, 950.00+VAT

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Cllr Martin reported that all the specifications vary significantly. The Councillors were concerned that the tenders were not clear on whether the proposed system was compatible with the system currently in use. Cllr Harris suggested that it would be useful to have a full technical breakdown so that it could be looked at in detail by Councillors.

It was **RESOLVED** that Cllr Martin would go back to the companies that tendered and ask for more details along with reassurances about integration into the current CCTV system.

Clerk to add item to the agenda of the August Parish Council Meeting

iii. Update regarding “Coronavirus” rules and guidelines regarding the resumption of Council meetings “in person”:

The Council Administrator reported that Government Guidance supported by the National Association of Local Councils was that council meetings should continue to be held remotely. It is currently against the law to hold gatherings of more than 30 people and that would include Parish Council meetings. In order for a meeting to be legally held members of the public must be able to attend and you cannot deny entry to a Council meeting when it reaches a total attendance of 30.

Cllr Standley and Cllr Dixon reported that both Wealden and East Sussex continue to meet remotely.

It was **RESOLVED** to continue meeting remotely for a further month.

The Councillors agreed that Microsoft Teams was proving too difficult and unreliable for some to operate and that we should consider a Zoom Professional account.

It was **RESOLVED** to try Zoom for the next available meeting.

Council Administrator & Clerk to liaise and set up the Zoom Pro account ready for the 11th August Communications & Social Media Committee Meeting. The 4th August Planning & Building Committee Meeting has already been advertised as Microsoft Teams.

Clerk to add a regular item to review holding physical council meetings to each Parish Council Meeting agenda.

iv. Finalise and adopt the regulations for the use of “The Exchange” and “Book Exchange” kiosks:

It was confirmed that the parishioner who put forward the proposal to run the Book Exchange will be approached to run it. The Exchange kiosk is being run through Rotherfield & Surrounding Areas Barter Facebook Page. Cllr Buck will confirm all the arrangements so a document can be finalised and completed ready for publication.

Council Administrator & Cllr Buck to liaise and produce regulations ready for approval at the 11th August Communications & Social Media Committee Meeting.

v. Possible involvement in the forthcoming “Scarecrow Festival” in Crowborough and the surrounding villages.

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It was agreed that as many other Parish Societies were already covering and advertising this event it was felt that it was covered across the parish. No further action needed.

vi. Grass cutting on the Recreation Ground. Consider formalising permissible start and finish time for this activity:

The following regulations were discussed:

- No cutting to commence before 09:00
- No cutting to continue after 20:00
- Cutting to be limited to 4 hours in any one day continuous or otherwise.
- Cutting to be limited to a cumulative 20 hours in any 7 day period.
- Cutting operations on a Sunday or Bank Holiday will be minimised and only associated with scheduled Sports Club matches.

It was **RESOLVED** to accept these regulations. **Council Administrator** to produce a formal document for publication and communicate response to the Sports Club.

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

Tuesday	7 th July 2020	Recreation & Burial Committee Meeting
Tuesday	14 th July 2020	Planning & Building Committee Meeting
Tuesday	21 st July 2020	Highways, Lighting & Transport Committee Meeting

It was **RESOLVED** to receive the minutes of these meetings, to approve and confirm recommendations therein and as far as is requisite, the actions taken by them.

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

a) Meetings attended on behalf of the Parish Council.

- Cllr Martin reported that communications from East Sussex County Council indicated that works on Rotherfield Pre-School will commence on Monday 3rd August.

b) Clerk's updates and issues.

- Thomas Woodgate had been in touch to confirm a date for completing tree works at the new cemetery. Cllr Wickenden & Watson-Smith reported that they had intended to carry out this work. Health & Safety concerns were raised.

Council Administrator to investigate the Health & Safety aspects and review communications with Land Owners.

c) Items for next Parish Magazine column.

Deadline for next edition is August 18th. Suggestions for features to be passed to Council Administrator please.

6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- East Sussex County & Wealden District Council had sent information with instructions and policies if there was a local outbreak of Covid-19. This has been sent to Councillors.
- Email and letter correspondence had been received regarding an accident on the B2100 on Monday 27th July. This has been shared with all Councillors and an item

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has been placed on the agenda of the 22nd September Highways, Lighting & Transport Committee Meeting.

7. TO RECEIVE INSPECTION BOOK & REPORTS.

No items requiring urgent action were identified in these.

It was agreed that as facilities were now opening up again inspections should resume to ensure the council was meeting its legal requirements in terms of Health & Safety.

It was **RESOLVED** to resume all inspections. **Clerk** to ask Phil Ireland to complete the playground check. Cllr Richardson would cover the Old Burial Ground and Cllr Watson-Smith the Cemetery.

8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

Tuesday	4 th August 2020	Planning & Building Committee Meeting
Tuesday	11 th August 2020	Communications & Social Media Committee Meeting
Tuesday	25 th August 2020	Planning & Building Committee Meeting
Thursday	27 th August 2020	Parish Council Meeting

These meetings will be held on a "virtual basis 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.

- Cllr Wickenden had confirmed with a Parishioner that a replacement bench could be placed in the new cemetery.
- Cllr Buck had spoken with members of the Allotment Association and they will be approaching the Council for assistance in improving their facilities.
- Cllr Martin reported that he had spoken with the residents of Sunnybank in relation to the building works currently being undertaken. According to the residents Wealden are aware and planning permission is not required.
- Cllr Watson-Smith reported that some of the bollards at Mark Cross have been damaged.

Cllr Martin will assess the repairs required.

- Cllr Watson-Smith requested that his work email address be included in the Councillors email list.

Council Administrator to amend contact list.

- Following discussions at the last Highways, Lighting & Transport Committee Cllr Harris suggested that householder permission for Christmas lights be taken back into the hands of the Council. It was agreed that Cllr Harris could undertake organising this.

Clerk to send list of household permissions to Cllr Harris.

- Cllr Henrick informed the Council that the Warren Farm planning application had been withdrawn.

Chair declared the formal business of the meeting closed at **21:36**.

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

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