



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

**MINUTES OF THE COMBINED SEPTEMBER MONTHLY MEETING
AND ANNUAL MEETING OF THE PARISH COUNCIL
HELD ON THURSDAY 24TH SEPTEMBER 2020 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 "Zoom".**

COUNCILLORS PRESENT

Cllr. L. Henrick (Vice Chair)	Cllr. D. Hiles	Cllr. A. Moore
Cllr. L. Buck	Cllr. P. Kember	Cllr. J. Richardson
Cllr. N. Glynn	Cllr. J. Kitchenham	Cllr. K. Rignall
Joined meeting at 19:39	Cllr. A. Martin	Cllr. N. Wickenden
Cllr. R. Harris		

COUNCILLORS ABSENT

Cllr. Watson-Smith

ALSO PRESENT

Trevor Thorpe, Parish Clerk, Adam Hardy (Council Administrator).
Cllr. R. Standley (ESCC), and Cllr. P. Dixon (WDC).
One Parishioner regarding the North Street junction.

1. TO RECEIVE THE FOLLOWING: -

a) To elect a Chair and Vice Chair for the Council.

Cllr. R. Harris was elected to the post of Council Chair.
Cllr. L. Henrick was elected to the post of Council Vice Chair.

CLERK to arrange for completion, signature and witnessing of the Declarations of Acceptance of Office forms for these roles and forward them to Wealden District Council.

b) Public forum.

This was dealt with as first on the agenda as a parishioner was present via "Zoom" to provide information.

- The Council were thanked for taking up the suggestion for reconfiguring the junction of North Street and the High Street by commissioning a report from East Sussex Highways to investigate the feasibility of the proposal.
- Deployment of traffic cones at this location was taking place on an unofficial basis and had achieved some success in deterring vehicles parking on the double yellow lines.
- It was agreed that the best solution to the problem would be regular Police enforcement and that caution be exercised when placing cones near the highway.

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

It was reported that Cllr. Watson Smith is currently on holiday.

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

None declared.

e) District and County Councillor reports.

Cllr. Obbard (WDC) was unable to attend; his written report had been circulated to the Councillors prior to the meeting.

Cllr. Standley's report contained the following key points.

- The number of Covid – 19 cases in East Sussex were thankfully low. Current figures for cases per hundred thousand were as follows: -
 - Nationally - 34.25
 - East Sussex - 5.2
 - Wealden - 6.8
- Pupils had returned to school and the current attendance average was 76.8%.
- Some libraries had reopened in July and the remainder were planned to open over the next few weeks. An increase in cleaning routines meant that opening hours would be reduced.
- Details may be found "online" of the "eSussex" BT partnered scheme to contribute toward broadband improvements in areas experiencing low speeds.
- "Planning for the future" National Consultation. ESCC are to make a response to this which will include concerns regarding changes to waste and mineral processes, and the revised "Community Infrastructure Levy" scheme proposal for a national rather than local process.
- Skip by the roadside. **CLERK** to forward to Cllr. Standley the response from ESCC regarding the legal position of the skip, which has now been removed.
- Cllr. Buck reported that feedback she had received from Rotherfield School was that they were having issues with testing kits for Coronavirus.

Cllr. Dixon's report contained the following key points.

- The Wealden Hub dealing with Covid issues was experiencing a low number of visitors.
- There is a new emphasis on Wealden staff working from home where possible.
- Details of the Wealden Community Grants Recovery Fund have been circulated. Closing date for applications is 1st November 2020.
- Planning for the Future Consultation. Cllr. Dixon can join the forthcoming Planning and Building Committee meeting if so wished to share his views on this.
- A new application for Kingsbury Lodge is being prepared.

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

It was **RESOLVED** that these be adopted and signed as a true record.

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

- CCTV to monitor the Recreation Ground area – TSS have been advised that their quote for this has been accepted. Clerk has asked for an update from the "Raising the Roof" project so that TSS can be made aware of the proposals to eventually increase the height of the hall roof at the rear. This will enable them to accommodate this in their work if needed. Cllr. Martin is preparing a new risk assessment for the CCTV.
CLERK to add item to the October Council Meeting to review and adopt the updated CCTV Policy.
- Clerk reported that he had contacted the owners of the various noticeboards on the wall of the Stores and requested that they be tidied and repainted. Two of the owning organisations have already dealt with this and repainted their boards; Clerk has sent a note of thanks to them.

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- Clerk requested that the Council's main board in North Street be inspected/repaired. The hinges have been bent and broken thus making the board even more awkward to open for updating.
- Letter to South East Water raising issues arising from the recent water main issues in the Parish. Wording agreed, letter will be dispatched shortly.
- Cllr. Glynn is to speak with the owner of the pavement noticeboard in the High Street.
- Lower area of the Recreation Ground. Cllr. Wickenden reported that the excess soil has been removed.
- Concerns were expressed that the work had not been completed prior to the end of the School holidays as originally planned. **CLERK** to add an item to the agenda of the 13th October Recreation and Burial Committee meeting to update progress with work in this area.
- It was reported that there was a large bough on the Oak tree in this area that is in danger of falling, also that the boundary fence with the fields requires repair in some locations. **CLERK** to contact contractor and ask him to deal with the bough as a matter of urgency.

h) Review advice and possibility of returning to "physical" or "hybrid" Council meetings.

Cllr. Standley reported that neither Wealden or East Sussex Councils were holding "face to face" meetings and advice is that such meetings should only be held if unavoidable. It was agreed that remote meetings via "Zoom" will continue.

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

Budget, other financial reports and actions arising.

Reports had been made available prior to the meeting. It was agreed that in future any budget/payment corrections will be noted in this section of the minutes to simplify the checking process. Clerk reported that £320 had been transferred to the Communications and Social Media 4152 account from Grants Budget 4150. This was in respect of the Council's payment of this sum by way of a grant to St. Denys' to install "WiFi" for the benefit of Community Groups using the Church for their activities.

It was **RESOLVED** that the Budget report be noted and that following payments be authorised: -

Payments made or authorised 1st September - 30th September

Payee Name	Amount	Transaction Detail
Xtraspace	£84.50	August storage fees
HM Land Registry fees DD	£6.00	Court Meadow land search
Rotherfield Sports Club	£325.00	August pitch maintenance
NEST Pension Contribution	£136.94	August pension contribution
Lloyds Bank Card Services	£26.51	August statement
Costain Ltd - ESCC	£600.00	North St feasibility study
Tollwood Garden Service	£2,209.00	September grass & other works
Wicksteed Leisure Ltd	£127.20	Play area inspection & report
Glasdon U.K. Ltd	£572.04	New dog bins
Phil Ireland	£507.68	Litter picking/street sweeping
Coppard Plant Hire Ltd	£310.77	Excavator hire - Pre school
Direct365Online Ltd	£390.20	Cemetery bin emptying
Wealden District Council	£375.00	Dog bin emptying Jul-Sep
KPS Contractors Ltd	£658.16	Gravedigging plot K10
Rotherfield St Martin	£36.00	Fixed IP cost reimbursed

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Trevor Thorpe	£1,849.70	September Salary (Inc. backdated pay settlement)
H M R C	£636.75	September Tax & NI
Trevor Thorpe	£27.68	September expenses claim
James and Liz Sweeney	£500.00	Allotment rent September
Sussex Christmas Trees Ltd	£468.00	2020 Christmas trees
Adam Hardy	£325.00	Administrative assistance
Cabletest Ltd	£888.10	Street column testing
Unity Trust Bank plc	£30.90	Bank charges - June - Aug
Smartest Energy (electricity)	£215.73	Surgery - August electric bill
Total Gas & Power Ltd.	£37.55	Surgery - August gas bill
Rotherfield Surgery	£417.41	Surgery - Reimbursement of other August bills
Public Works Loan Board	£9,390.59	Half yearly Surgery loan payment
Total Payments	£21,152.41	

Receipts 1st September - 30th September

Payer	Amount	Transaction Detail
Rotherfield Surgery	£2,673.33	Rent for September
H M Revenue & Customs	£7,392.14	VAT reclaim 1st April-31st July
Raising the Roof project	£2,937.97	Reimbursement of payment
Rotherfield Millennium Green	£31.25	Dog bin emptying costs July - Sep
Tester and Jones Ltd	£170.00	Memorial plot fee
Tester and Jones Ltd	£100.00	Memorial plaque fee
Tester and Jones Ltd	£967.62	Gravedigging and burial fees
Total Receipts	£14,272.31	

3. ELECTIONS AND APPONTMENTS

i. To elect Chair & Vice Chair, and appoint members, of the following Committees.

The Chair and Vice Chair of the Council are "Ex Officio" members of all the Council's Committees.

The following Committee appointments were approved, and the Councillors duly elected their **Chairs** and Vice Chairs as below: -

- **Planning & Building Committee**
Cllr. D. Hiles – Chair.
Cllr. Cllr. P. Kember - Vice Chair.
Cllr. A. Martin.
Cllr. J. Kitchenham.
Cllr. G. Watson-Smith (to be confirmed).
Cllr. N. Wickenden.
Cllr. N. Glynn.
- **Recreation & Burial Committee**
Cllr. L. Buck – Chair.
Vice Chair – election deferred to the next meeting of this Committee.
Cllr. N. Wickenden.
Cllr. G. Watson-Smith (to be confirmed).
Cllr. A. Martin.
Cllr. J. Richardson.
Cllr. J. Kitchenham.
Cllr. D. Hiles.
Cllr. K. Rignall.
- **Highways Lighting & Transport Committee**
Cllr. J. Kitchenham – Chair.
Cllr. K. Rignall – Vice Chair.
Cllr. A. Moore.
- **Finance & General Purposes Committee**
Cllr. L. Henrick (Chair)
Cllr. A. Martin (Vice Chair)
Chairs of each Committee

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Cllr. N. Wickenden.
Cllr. G. Watson-Smith.
Cllr. Kember.
Cllr. Buck.
Cllr. A. Martin

- **Communications and Social Media Committee**

Cllr. J. Richardson – Chair
Cllr. A. Moore - Vice Chair
Cllr. A. Martin
Cllr. D. Hiles
Cllr. L. Buck
Cllr. G. Watson-Smith

- **Staff Committee**

Cllr. J. Richardson - Chair.
Cllr. N. Glynn.
Cllr. L. Henrick.

ii. To review and appoint Council representatives to the following organisations

- **Rotherfield Village Hall**

Cllr. G. Watson Smith

- **Rotherfield St. Martin**

Cllr. A. Martin.
Cllr. K. Rignall

- **Rotherfield Millennium Green**

Cllr. Henrick (A Trustee of the Green).

- **Rotherfield Memorial Institute**

Cllr. A. Martin

- **Mark Cross Community Centre**

Cllr. L. Buck.

- **Rotherfield Sports Club**

Cllr. L. Buck

- **Rotherfield Twinning Association**

Cllr. J. Richardson

- **Uckfield Railway Line Parishes Group & Sussex Community Rail Partnership**

Cllr. L. Buck

- **Wealden North Planning Cluster**

Cllr. P. Kember.

- **Rotherfield Scout Group**

Cllr. D. Hiles

- **Rotherfield Surgery**

- Cllr. R. Harris
- Cllr. L. Henrick
- Cllr. J. Kitchenham

- **Wealden District Association of Local Councils**

Cllr. L. Buck

- **Parish Schools and Pre Schools**

- Mark Cross School – Cllr. A. Moore
- Rotherfield Primary School – Cllr. J. Richardson
- Cllr. Martin – Rotherfield Pre School.

- **Press Liaison and Newsletter**

Dealt with by the C & S M Committee

iii. To review, remove or create new responsibilities and posts and make appointments to them.

- **Emergency Co-ordinators: - Infrastructure/Utilities, Snow Clearance and Vulnerable residents**

Cllrs. Watson-Smith and Cllr. N. Wickenden

- **Press Liaison and Newsletter**

Dealt with by the C & S M Committee

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- **Pond Warden**
Cllrs. Watson-Smith and Cllr. N. Wickenden.
- **Footpath Warden**
Cllrs. Watson-Smith, Cllr. N. Wickenden, Cllr. N. Glynn and Cllr. Kitchenham
- **Smith and Fermor Charity**
Clerk.
- **Rotherfield Village Conservation**
Dealt with by the Planning and Building Committee.
- **Business, Enterprise and Tourism**
To be allocated if required.
- **Public Transport**
Cllr Watson-Smith, who is the current representative to Wealdlink Community Transport.
- **Telecommunications – Broadband/Mobile phone**
Planning and Building Committee.
- **Sussex Police – Liaison**
Cllr. Kitchenham
- **Gatwick Airport and aircraft issues**
Cllr. N. Glynn
Cllr. P. Kember
- **Sussex Police – Speedwatch**
Cllr. A. Moore
- **Safety inspections and public liability insurance**
Cllr. Kitchenham – Cemetery – monthly.
Cllr. Kitchenham – Play area in the Rec. – Weekly.
Cllr Richardson – Old Burial Ground and Court Meadow Green – monthly.
Cllr. Martin - Recreation Ground – monthly
- **Tree Warden**
Cllrs. Watson-Smith and Wickenden

CLERK to set up email reminder to the Councillors above for the week prior to the monthly meeting.

The Chair and Councillors thanked Cllr. Martin for the work he has undertaken during his tenure as Chair of the Highways, Lighting and Transport Committee.

4. TO CONSIDER AND AGREE ACTIONS FOR THE FOLLOWING AGENDA ITEMS

- i. **Resolution granting all Councillors serving on Rotherfield Parish Council dispensation to speak and vote on the Council's budget and setting of the precept for the remaining term of this Council.**
It was **RESOLVED** that this be granted.
- ii. **Resolution to adopt the General Power of Competence as contained in the Localism Act 2011.**
It has been resolved at the June Council Meeting to adopt this for a further year as the Council still qualify.
- iii. **Review authorised signatories for bank accounts.**
Unity Trust
 - Signatories currently Clerk and Cllrs. Martin, Henrick, Buck, Rignall and Watson Smith. Cllr. Watson-Smith's sign on is locked as it has not been used recently. Online banking activated for viewing accounts and transactions and making online payments. Clerk will ask Cllr. Watson Smith if he wishes to remain as a signatory and it was agreed that Cllr. Harris be reinstated as a signatory/authoriser.

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- **Santander.**
Signatories currently Clerk and Cllrs. Martin, Henrick, Harris and Wickenden. Online banking activated for “view only”.
- **Barclays.**
Signatories currently Clerk and Cllrs. Martin, Henrick, Harris, Richardson and Watson Smith. Online banking currently activated for “view only”. **CLERK** is to investigate process for online payments for which individual card readers will be required.
- **Unity/Lloyds Charge card.**
Clerk - £250 monthly limit with balance cleared by Direct Debit.

iv. Agree frequencies and venues for the 2021 meetings of the Council and its Committees.

Current arrangements: -

- Monthly meeting - last Thursday of each month.
- Planning and Building – every third Tuesday.
- Highways Lighting and transport – Tuesday bi-monthly.
- Recreation and Burial - Tuesday quarterly.
- Communications and Social Media - Tuesday bi-monthly.
- Finance and General Purpose. Twice yearly; In April to agree end of year figures and November/December to agree budgets and Precept requirements.

Cllr. Kember stated that he considered that within the next six months the Council’s Committee structure and meeting frequencies should be reviewed.
CLERK to add an item to the agenda of the October PCM to consider this.

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

i. Details of Joint Local Government Services new pay scales for 2020/21 effective from 1st April and implementation of the backdated increase to the Clerk’s pay.

Details have been circulated to Councillors and Clerk has calculated the backdated figure which is included in this month’s salary payment. Cllr. Henrick confirmed that she has checked and verified the figures involved.

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

- 25th August - Planning and Building Committee
- 15th September - Planning and Building Committee

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

a) Meetings attended on behalf of the Parish Council.

- Cllr. Martin has held two meetings with the Pre School – nothing to report.
- Cllr. Buck has met with the Head of Rotherfield School. She is very happy with the book exchange and hopes to involve the Parish Council in a future School assembly.
- Clerk reported that the book exchange by the School looked somewhat full when he passed by recently.
- Cllr. Kember advised that, in his personal professional capacity, he had been asked by three separate Parishioners for his views on land that they are considering purchasing or developing. He has made it clear to them that the views he expressed on these are entirely his own and not on behalf of the Parish Council.

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He was advised by Adam Hardy that, should any of these properties come before the Council with regarding planning permission he would need to declare an interest.

b) Clerk's updates and issues.

- Advice note for second precept instalment has arrived from WDC and £60300.00 will be in our account shortly.
- Franking machine – Rotherfield St Martin are of the view that the Council were to cover the £120 annual lease charge (paid quarterly by them) for this device which is used for their mail and for the Council newsletters. Minutes are unclear as to what the ongoing arrangement was to be with this regard, but he considered it reasonable that the Council should cover the cost. It had been thought that the Council would use the device for franking their own mail but Clerk pointed out that the volume of letter post produced by the Council was very slight – probably low single figures each month - and that the cost of travelling to the Village and back to get it franked would more than eliminate any discount on the actual postage cost saving. It was agreed that the annual lease cost is to be covered by the Council from the Communications and Social Media Committee budget; **CLERK** to action and set up an annual reminder.
- Adam Hardy reminded the meeting that the Newsletter deadline for copy is fast approaching.
- The Remembrance Service will be held in St Denys' Church on Sunday 8th of November. Only British Legion members, Parish Council and Clergy will be present, and the service will be "live streamed" to the Parish. Clerk confirmed that four Poppy Wreaths have been ordered from the Legion.
- Cllr. Buck is to send a draft copy of the questionnaire to be included in the Newsletter to Councillors for their comment.

c) Items for next Parish Magazine column

Details of the changes in Councillor roles as agreed at this meeting will be reported in the Parish Magazine.

8. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- No correspondence received that required further action, Clerk has delivered the "stockpile" of magazines that have accumulated since physical meetings ceased to Cllr. Wickenden who will share these in due course.
- Letter of thanks received from St. Denys' Church in respect of the WiFi recently installed in the Church for use by Community Groups. The Parish Council funded the installation cost.

9. TO RECEIVE INSPECTION BOOK & REPORTS

Arrangements are to be made to provide Councillors responsible for these with a supply of checklists.

10. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 6th October - Planning and Building Committee
- 13th October - Recreation and Burial Committee – This meeting will agree the budget and precept requirements for 2021-22
- 20th October - Communication and Social Media Committee – This meeting will agree the budget and precept requirements for 2021 - 22
- 27th October - Planning and Building Committee
- 29th October - Monthly Council meeting

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These meetings will all commence at 19:30 and be conducted on a virtual basis via “zoom”.

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

- Cllr. Richardson – She has received many comments regarding the recent water issues. Clerk confirmed that there was a letter on its way to South East Water itemising various issues arising from the incident.
- Cllrs. Buck and Richardson are holding a “virtual” coffee morning on October 6th.
- Cllr. Martin – concerned that the bracket used for holding the “SID” device had been removed from the pole on the corner approaching Town Row – **CLERK** to investigate.
- Cllr. Buck reported that it is hoped that a lift will be installed at Eridge Station by the year end. It is suggested that the parking bays at the front of the Station be designated for those with mobility issues and Cllr. Buck wishes to hold a site meeting with one other Councillor to view the area. Cllr. Kember offered to attend.
- Cllr. Kember enquired if any soil had been deposited to fill the verge potholes at Eridge Station.
- Adam Hardy advised that Clerks PC is probably due renewal or a “tidy” and that he will endeavour to get Cllr. Richardson’s “tablet” repaired if she can deliver it to him.
- **CLERK** is to ask James Valentine to tidy by the Scout Hut,
- Chair reported that the grass bins in the Rec. had been emptied.

Meeting closed at 21:25.

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

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PCM 24th September 2020 FINAL DRAFT V2 minutes