



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

**MINUTES OF THE MEETING OF THE PARISH COUNCIL, TO INCORPORATE BUSINESS
OF THE COMMUNICATION AND SOCIAL MEDIA COMMITTEE,
HELD ON 15TH JUNE 2021 AT 19:30
IN ST DENYS' CHURCH ROTHERFIELD ,TN6 3QW**

PRESENT

Cllr. R. Harris (Chair)	Cllr. J. Richardson	Cllr. A. Martin
Cllr. L. Henrick (Vice Chair)	Cllr. L. Buck	Cllr. N. Wickenden
Cllr. J. Cahan	Cllr. D. Hiles	

COUNCILLORS ABSENT

Cllrs. Kitchenham, Kember and Watson Smith.

ALSO PRESENT

Trevor Thorpe (Parish Clerk) & Adam Hardy (Assistant Clerk).

1. TO RECEIVE THE FOLLOWING: -

- a) **Public Forum:**
None.
- b) **Apologies for absence (LGA 1972 s85):**
Cllr. Glynn had submitted an apology and it was **RESOLVED** that this be accepted.
- c) **Declaration of personal, prejudicial, and disclosable pecuniary interests on items on the agenda, and updates to members' register of interests.**
None declared. Chair reminded the Councillors present that they should declare an interest at any point of the meeting if they became aware of one in connection with an item being discussed. Councillors who are receiving payment for work undertaken on behalf of the Council are reminded to declare a personal and pecuniary interest.
- d) **To resolve that the Minutes of the Communication and Social Media Committee meeting held on 6th April 2021 be taken as read, confirmed as a correct record, and signed by the Committee Chair.**
It was **RESOLVED** that these be adopted as a true record and that they be signed. **ASSISTANT CLERK** to please produce paper minutes for the period from the start of "Virtual meetings" to date so that they can be signed by the appropriate chairs.
- e) **Update regarding matters arising & action items from previous meetings of the Communication and Social Media Committee.**
 - Cllr. Richardson reported that she would welcome Councillor volunteers to help with exploring parish footpath walks to assist with the aim of producing an updated "Parish Walks" book.
 - Assistant Clerk advised that the Church has invited the Council to participate in the "Open Gardens" event they are arranging for August. An "Open Surgery" has been suggested.
 - The "Memories" project will take place in 2022.
 - **Town Row noticeboard.**
Clerk commented that Cllr. Martin had refurbished the board to a high standard and that the signwriting has been refreshed by a village signwriter. Clerk reported that the board was sticking at the bottom when opening, Cllr. Wickenden has offered to investigate.

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- The Shop and Dine Well banner has been installed by Cllr. Martin. Clerk still has flyers and beer mats advertising the Initiative should anyone wish to take them and distribute.

f) Receive committee financial report and agree any actions arising.

No matters were identified that required attention. Committee Chair requested that the "Annual Newsletter" heading in our accounting software be amended to "Parish Newsletters". **CLERK** to action.

2. BUSINESS FOR THE FULL COUNCIL: -

a) Resolution to Approve and adopt the Council's final accounts for 2020/21 and any adjustments required to the 2021/22 budget: Review and sign sections 1 & 2 of the Annual Return.

Vice Chair and Cllr. Martin have been checking this. Amendments suggested and undertaken by our software provider had been undertaken to ensure that payments appeared in the bank account were in the same financial year as the ledger entries. It was reported that this had inflated the "carry forward" balances. **CLERK** to raise this matter with them and report the outcome; **CLERK** to carry this item over to the 24th of June Council meeting at which the Return must be signed and sent to the Auditors.

b) Receive information regarding use of the Parish Council room in Rotherfield Village Hall which will make it unavailable for Parish Council meetings and those of other Parish groups and organisations.

Rotherfield St Martin will be occupying the Parish Council Room for at least a year whilst the Institute is refurbished. The Council have made alternative arrangements for Council and Committee meetings in other Parish venues during this period. Misunderstandings had arisen due to delays in receiving minutes from relevant meetings. Cllr. Martin stated that this demonstrated the importance of notes/minutes of meetings of organisations attended by Councillors being circulated as soon as received and sent to the Clerk rather than individual Councillors. **COUNCILLORS** to please note. It was **RESOLVED** that the Council notes the Village Hall Committee's intention for Rotherfield St. Martin to be the sole users of meeting room 1 at the Village Hall for the duration of one year.

c) Agree arrangements for donations to St Denys' Church in acknowledgment of their consent to allow Council Meetings in the Church.

It was agreed that donations for the use of the Church for Council Committee meetings should be at the rate of £10 per hour to support the Church's costs. Assistant Clerk will log the usage by the Council to calculate the sum due.

3. TO CONSIDER INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURE AS REQUIRED REGARDING THE FOLLOWING ITEMS FOR THE COMMUNICATION AND SOCIAL MEDIA COMMITTEE

a) Review Spring Parish Council Newsletter and set date for Autumn Newsletter.

Details of this were discussed and the following actions were **RESOLVED**.

- The next newsletter will be published in December.
- Assistant Clerk will liaise with Rotherfield St Martin regarding this.
- Alternative page sizes, font styles and formats will be considered, and cost details obtained.
- It was considered that the most recent edition was somewhat "text heavy" and it was suggested that a better balance of printed copy and pictures would be of benefit.

b) Discuss and agree arrangements for Annual Parish Meeting.

After discussion it was agreed that an item be added to the July meeting agenda as Covid regulations should by then have been lifted. It was suggested that the meeting be held outside on Court Meadow Green with a marquee on 8th September. Church to be

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provisionally booked for this date in case of bad weather. Item to be added to the July 29th Council meeting agenda to agree final arrangements. **CLERK** to note.

c) Review Rotherfield Blooming Marvellous and consider implications for next year.

Cllr. Richardson thanked those who had helped with this project; It had attracted favourable comments both “in person” and via social media. The Nursery who provided the plants are to be sent a “thank you” note for the valued support. Cllr. Wickenden suggested that suitable areas of Parish land could be used for more permanent planting in the future.

CLERK to add item to the August agenda to consider arrangements for next year, also a reminder that the pots are to be collected and checked with the list compiled by the deputy clerk. “Thank you” note to be sent to the nursery with a reminder to them to submit their invoice for the plants provided.

d) Update and information on Queen Elizabeth II Platinum Jubilee Celebrations.

There will be a special Bank Holiday weekend on June 2nd - 5th 2022. Organisation of an event is to be considered subject to funds being available to support. Item to be added to the August 10th meeting of the Communications and Social Media Committee to discuss and agree arrangements for this. Street party was suggested and, if so, early arrangements should be made as it is anticipated that street parties may be a popular event and the street closure formalities would be required. Deputy Clerk is to please contact the V.E. Day celebration group and other Parish organisations to invite their input.

4. TO RECEIVE NOTICE OF DATE OF NEXT MEETING OF THIS COMMITTEE.

August 10th, 2021, at 19:30 in St. Denys’ Church.

5. REPORT DETAILS OF ANY URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA.

- Clerk reported that a wooden post on the Town Row triangle had been knocked over. **CLERK** to report to ESCC Highways for action. Also reported that the base of the fingerpost at this location appeared to be rotten. **CLERK** to contact our usual contractor to survey our posts and enquire of the ESCC/WDC if they have funds to support refurbishments if needed.
- **CLERK** also to remind ESCC that the fingerpost at the Palesgate Lane junction still awaits reinstalling.
- Cllr. Martin has kindly offered to lead the “Speedwatch” group.
- Deputy Clerk requested that as many Councillors as possible could attend the 22nd of June Planning and Building Committee.
- There are a number of applications to consider, and a local developer will be holding a presentation regarding a proposed development in the village at the Glebe Field. Abergavenny Estate also wish to share details of a proposed woodland development. Public attendance is anticipated, and Councillors were reminded that only members of the Planning Committee could speak and vote at this meeting.
- Deputy Clerk advised that he had been aware that the Council must have an Equality and Diversity policy and he is drafting one based on the NALC model. **CLERK** to add agenda item for the 24th of June Council Meeting to consider adoption of this. Has also been advised that only Councillors should have “named” Council email addresses, but officers should not be named and is arranging this.
- Council Chair reminded Clerk to liaise with Cllr. Buck regarding the forthcoming work to add playground equipment as this will cause some short term disruption and blocking of three spaces for use by the Contractors.

Meeting ended at: 21:10.

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

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