



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

**MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL
HELD ON 29TH JULY 2021 AT 19:30 IN THE SCOUT HUT,
ROTHERFIELD RECREATION GROUND, TN6 3LX**

PRESENT

Cllr R Harris (Chair)
Cllr L Henrick (Vice-Chair)
Cllr D Hiles

Cllr J Kitchenham
Cllr A Martin
Cllr G Watson-Smith

Cllr J Richardson
Cllr N Wickenden

COUNCILLORS ABSENT

ALSO PRESENT

Adam Hardy (Deputy Clerk)
Cllr B Standley & Cllr G Taylor (East Sussex County Council)

1. TO RECEIVE THE FOLLOWING: -

a) Public forum.

None

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

Cllr L Buck, Cllr P Kember, Cllr N Glynn, Cllr J Cahan & Cllr P Beach

It was **RESOLVED** that the reasons for their absences be accepted.

Cllr P Dixon & Cllr K Obbard (Walden District Council) also submitted apologies.

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

Cllr Martin declared an interest as a payee on the list for approved payments.

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) District and County Councillor reports.

Reports from each County and one District Councillor had been received in advance of the meeting and circulated to Councillors. Councillors present raised the following points:

Cllr Standley:

Clerk: Trevor Thorpe, 82 Fernor 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

- A proposal to have default speed limits of 20mph on all roads and villages in urban areas had been defeated whilst recognising that there are some areas where a 20mph limit would be appropriate.
- Net Carbon Zero by 2030 debate had occurred but the current policy of carbon zero by 2050 or earlier maintains current council policy.
- Uplands Community & Beacon Academy will form an alliance after governors voted in favour.
- The Walshes Road Diversion for HGV's through the village has been investigated and the diversion should now be changed to send lorries along High Cross for the duration of the works. Cllr Henrick reported that the signs had disappeared and asked if Cllr Standley could enquire about where they had gone.
- Cllr Kitchenham raised the issue of Flooding across the parish. Cllr Henrick asked if the email from Cllr Kember of points of concern had been received – it covered the following points:
 - 1) The atrocious condition of Station Road, B2100 (and Crowborough Hill, B2100, although outside our parish boundary) in places due to dangerous potholes, poor maintenance and inadequate repairs following underground works and unrestricted use by heavy goods vehicles.
 - 2) The dangers to road traffic in particular to pedestrians, cyclists and motorcyclists arising from gravel, road stone and pea beach washed across the road due to heavy rainfall. Station Road, by the old railway bridge and New Road at the Hornshurst Lane junction needs immediate attention if a serious accident is to be avoided.
 - 3) The lack of grass and weed clearing of highway visibility splays, on "T" junctions in and around the Parish. We know that weather patterns this year have exacerbated the problems of maintenance. There is no point in a highway visibility splay if traffic on the main road is obscured.
 - 4) The recent increase in the parking of cars and light commercial vehicles, half on the pavement and half on Station Road, leading to pedestrians and children having to walk in the road. This is noted even when there are vacant spaces in the public car park.
 - 5) There are an increasing number of blocked drains in Station Road and New Road as evidenced by grass growing out of drain covers, leading to local flooding and washing out of gravel onto the highway.
- Cllr Standley agreed to investigate all of the matters raised and report back to the Council.

Cllr Taylor

- A resident in the north of the parish has approached East Sussex about creating a crossing on the A26 near the Forstal. East Sussex Highways Road Safety Team have advised the scheme does not have enough points for it to be carried forward although the parish could take this forward with Community Match Funding. Councillors encouraged the resident to contact the council so it can be discussed at a Highways, Lighting & Transport Committee meeting.

Cllr Richardson said that there may be a disability group who would be able to assist in the fight for such a crossing as it allowed disabled access to public transport.

e) Minutes of the Parish Council meetings held on 24th June 2021 and 20th July 2021 for approval as a true record.

It was **RESOLVED** that the minutes of the 24th June Parish Council Meeting be adopted and signed by the Chair when paper copies are available.

Councillors expressed concerns of factual inaccuracies with the minutes of the 20th July and it was agreed that these be held over to the next meeting of the full council for approval.

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

24th June 2021 Parish Council Meeting:

- **Broadband Project Update** – Clerk asked it to be noted that we have received no update for this month. **Cllr Buck** to provide an update to the council on the progress of the project.
- **Parish Council Newsletter** – Deputy Clerk reported that Rotherfield St Martin have confirmed that a December newsletter is possible. An item has been added to the 10th August Communications & Social Media Committee meeting to agree arrangements for the newsletter.
- **Bees in the Old Burial Ground** – Deputy Clerk reported that he had prepared some signage, and this would go up next week.

20th July 2021 Parish Council Meeting with Highways, Lighting & Transport Committee:

- **Co-Option of Cllr Beach** – Deputy Clerk reported that all paperwork had been submitted to Wealden and confirmed. Unsuccessful candidates have also been thanked by email and encouraged to apply again in the future.

2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF MAY 2021, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND NOTE OR AUTHORISE PAYMENTS.

Budget, other financial reports, and actions arising:

Cllr Harris asked why there were no Surgery rent receipts showing in the budget. **Clerk** to investigate and report back to council.

Approval of payments:

It was **RESOLVED** that the following payments be approved and paid. Information on funds received is included for information; there were no actions required relating to the Budget.

Invoice/payer details	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	Gross	VAT element	Net
Powdermill Trust - grant	4150	101	Support grant agreed at June PCM	£240.00	£0.00	£0.00
Xtraspace				£91.00		
Sports Club			Sports Club Maintenance	£325.00		
Staff Costs			Staffing Costs, NI & Pensions	£2,797.30		
Bank Charges				£29.25		

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Chris Croft	4365	302	Play equipment repainting	£1,031.94		
Mark Cross Community Centre	4125	101	Hall hire for June 2021	£20.00	£0.00	£0.00
Proludic	4322	301	Installation of new Play equipment	£30,392.65	£5,065.44	£25,327.21
Mark Mulberry & Co,	4120	101	Audit fee 2020-21	£180.00	£30.00	£150.00
Phil Ireland	4252	203	Street sweeping	£329.55	£0.00	£0.00
	4364	302	Litter picking	£164.77	£0.00	£0.00
				<hr/> £494.32 <hr/>		
Teambase	4110	101	Stationery	£0.00	£0.00	£0.00
Burslem	4389	302	War Memorial cleaning	£474.00	£79.00	£395.00
Tollwood	4389	302	Court Meadow x 3	£93.00		
	4341	302	Tennis Court x 2	£104.00		
	4250	203	St Cheron Twitten grass and hedge	£200.00		
	4341	302	Children's play area x 3	£166.00		
	4257	203	Grass area by School phone kiosk	£20.00		
	4380	303	St Denys' Burial Ground x 2	£582.00		
	4381	303	Hornshurst Burial Ground	£104.00		
	4341	302	Village Hall grass cutting items	£355.50		

4341	302	Cutting back brambles at rear of Village Hall	£5.00		
4341	302	Drain at rear of Pre School	£10.00		
4257	301	Highways cutting	£503.00		
4405	305	Clearing mud and debris by Surgery	£15.00		
4405	305	Cutting Surgery Hedge	£150.00		
4381	303	Turfing and grave filling HBG	£60.00		
4322	301	Purchasing turf and laying in Play area	£146.00		
4341	302	Shrub removal at the Rec.	£60.00		
Total payments			£2,573.50	£2,573.50	£0.00

Adrian Martin

4259	203	SID May - July 3 x £30	£90.00		
4255	203	Eridge Station sign install	£30.00		
4255	203	Eridge Station sign & fittings	£137.00		
4388	302	CCTV 10th May, 14th June and 15th June	£45.00		
4361	302	Rec. light bollards x 3	£120.00		
4361	302	Rec. light bollards fitting	£244.00		
4259	203	SID repair	£60.00		
Total			£871.20	£145.20	£726.00

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Chris Croft	4301	301	Chris Croft reimbursement for dog bowls	£22.74	£3.79	£18.95
Highgate Florist	4401	203	"Bloomin" Rotherfield Plants, Hanging Baskets & Compost	£1,038.00		£1,038.00
Lloyds payment card						
Zoom	4125	101	Monthly "Zoom" subs x 2	£28.78	£4.80	£23.98
			Monthly service charge	£3.00		
Total payments				£31.78	£4.80	£26.98
SPC	4399	306	Contribution to Surgery Costs	£583.33		

RECEIPTS FOR JULY					Receipt method
SPC	4398	305	Surgery Rent	£2,703.33	BACS
Millennium Green	1322	302	Dog bin cost May - June	£65.50	Cheque
East Sussex			Pre-School Rent	£750.00	
				£3,518.83	

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

- i. Consider becoming Parish Council members of the Council for The Protection of Rural England.

It was **RESOLVED** to rejoin the Council for the Protection of Rural England as parish council members. **Clerk** to arrange for membership to be restarted.

ii. Ratification by Parish Council of the amended Grievance and Disciplinary Policies.

Three documents had been prepared by the Personnel Committee for adoption:

- Rotherfield Parish Council Grievance Policy - July 2021
- Rotherfield Parish Council Disciplinary Policy - July 2021
- Rotherfield Parish Council Performance Improvement Policy and Procedure - July 2021

It was **RESOLVED** that these policies be adopted. **Deputy Clerk** to add to website and record dates of renewal.

iii. Agree actions to resolved grave issue in the Parish Cemetery.

The Chair informed the council of a burial ground matter that is currently being investigated.

A site meeting has been arranged between Cllr Harris, Cllr Henrick and the family to discuss the matter and look for a way forward. The Chair will update the council of the outcome.

iv. Consider response to an offer from a representative of developers to meet and discuss a proposal for a development in Rotherfield.

Advice had been sought from District & County Councillors and it was agreed that the developers should be invited to an extraordinary meeting of the Planning & Building Committee. **Deputy Clerk** to offer suitable dates to the developers for consideration and book an appropriate venue for the meeting.

v. Information regarding improvements required to the Village Hall rear fire exit.

Correspondence had been received from the Village Hall following a recent safety inspection regarding necessary changes to the fire exit leading into the car park. The Village Hall Management Committee asked the council to agree to the following:

- 1) Agreement in principle for a fire escape ramp to be constructed to disability standards on the Parish Council land.
- 2) Agreement for Tangent Space to prepare the necessary drawings and submit a Building Regulations application to Wealden District Council on the Parish Council's behalf.

It was **RESOLVED** to agree with the Management Committees actions subject to the council being consulted on the ramp and drawings prior to the Planning Application being submitted.

Deputy Clerk to reply to the Village Hall Chairman acknowledging the council's agreement.

vi. To resolve and agree arrangements and expenditure for the Pre School vegetable garden.

The Chairman reported that the quote for the Pre-School Garden had been circulated to councillors for discussion.

It was **RESOLVED** that a more detailed specification was required which would cover the following:

- a plan or detailed description of what items are planned to go where
- a description of the calibre of materials to be used
- a services search as there are concerns about damage and loss of access to pipes, cables and drainage

This would be achieved by holding a meeting between Cllr Buck, Cllr Martin & Pre-School. Appreciating the need for a speedy conclusion to this, an item will be placed on the 10th August Communications & Social Media committee agenda to approve the works allowing time for completion in the Summer Holidays. **Deputy Clerk** to place an item on the agenda of the 10th August Communications & Social Media Committee.

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

Tuesday 6 th July	Recreation & Burial Committee
Tuesday 13 th July	Planning & Building Committee
Tuesday 20 th July	Parish Council Meeting with Highways, Lighting & Transport Committee

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

a) Meetings attended on behalf of the Parish Council.

- Cllr Richardson had attended the Citizens Advice AGM.
- Cllr Richardson reported she had attended a Dementia Awareness training session at the Kings Arms.

b) Clerk's updates and issues.

- **Mark Cross Community Centre Wifi** – Deputy Clerk reported that the contractor has repaired the wifi at the Community Centre. However, the trustees have expressed concerns at being dependent on Pennies for their internet and would like to approach the Council for a grant for a system like the one at St Denys'. However, the Community Centre say they would be unable to pay the monthly running costs so would be asking the council to meet that cost as well. **Deputy Clerk** will investigate costings. An item has been added to the 26th August Parish Council Meeting to discuss this.
- **New Parish Council Photos** – Deputy Clerk suggested that as we have had a change of more than one councillor, it would be good for a fresh round of Photos. **Deputy Clerk** to arrange for a photographer to attend ahead of the September Parish Council Meeting.

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c) Items for the next Parish Magazine column.

- SID Statistics
- Speedwatch group
- Eridge Station event

d) Training information and updates.

Deputy Clerk reported that the following training has been booked:

- Clerk to attend 'End of Year Process' training
- Deputy Clerk to attend 'Introduction to Council Finances' training.
- Cllr Richardson to attend 'Finances for Councillors' training.

Deputy Clerk reported that he had recently attended the meetings and procedures part of New Clerk Training.

6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

None

7. TO RECEIVE INSPECTION BOOK & REPORTS.

Deputy Clerk reported that the inspections had been carried out but are not ready to be presented at this meeting. **Cllr Buck** to provide a summary of reports to feedback at the next council meeting.

8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

Meetings for August. All commence at 19:30.

Tuesday 3 rd August	Planning & Building Committee
Tuesday 10 th August	Communications & Social Media Committee
Tuesday 24 th August	Planning & Building Committee
Thursday 26 th August	Parish Council Meeting

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

- Cllr Martin reported that the Speedwatch volunteers are required to have ID bages at the cost of £9.00 each. It was agreed that the council would subsidise these. **Cllr Martin** will investigate payment options.
- Cllr Martin reported that the CCTV cameras will need cleaning. **Cllr Martin and Cllr Harris** will attend to this work.
- Deputy Clerk reported that he had been approached regarding a date for the Christmas Light Switch on. The first Sunday of Advent is 28th November, and this has traditionally been the switch on date. **Cllr Harris** will check date with all parties concerned.

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- Cllr Harris asked that we start making the usual arrangements for Wreaths for Remembrance Day and Sunday. **Clerk** to arrange purchase of wreaths.

Chair declared the meeting closed at: **21:01**

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