



**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 26TH AUGUST 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 P Kember

Cllr J Kitchenham
Cllr A Martin
Cllr P Beach

Cllr J Richardson
Cllr N Wickenden
Cllr L Buck

COUNCILLORS ABSENT

Cllr N Glynn

ALSO PRESENT

Cllr P Dixon (Wealden District Council) Trevor Thorpe (Parish Clerk) via Zoom
& Adam Hardy (Deputy Clerk)

1. TO RECEIVE THE FOLLOWING: -

a) Public forum.

None

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

Cllr J Cahan & Cllr G Watson-Smith

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

Cllr K Obbard (Wealden District Council), Cllr B Standley (East Sussex County Council) & Cllr Georgia Taylor (East Sussex County 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.

None

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.

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

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d) District and County Councillor reports.

Reports from Cllr Obbard (Wealden District Council) and Cllr Standley had been received ahead of the meeting and circulated to all councillors.

Cllr Dixon (Wealden District Council):

- Cottage Hill Driveway Enforcement Issue – Wealden District Council claim that they have not received a report. Councillors and Clerk confirmed that an email had been sent. Cllr Dixon asked to be copied into all future enforcement emails and correspondence. It would appear that a driveway has been put in with no consultation with East Sussex Highways.
- Cllr Martin raised the issue that Wealden Enforcement Team need to be more proactive and get people to site as soon as works commence. Cllr Dixon confirmed that this was difficult as the whole District is covered by three enforcement officers. There are also limits as to what can be done within the law.
- Cllr Dixon suggested that the Council write and lobby the MP for greater enforcement action.
- Treblers Caravan – The Caravan on the site just off the road has been reported and the owners have assured Wealden that the caravan will be moved further onto the field.
- Cllr Harris raised the point that these enforcement issues continue to penalise those who go through the planning process correctly.
- South Street Wall – Wealden Enforcement are aware of this issue and Cllr Dixon will try and get more information about what is going on.
- The Parish Planning Cluster is coming up and Cllr Dixon suggested the parish is represented by a councillor.
- The Deputy Clerk asked if Cllr Dixon was planning to attend the Extraordinary Planning & Building Committee on the 31st August. Cllr Dixon may attend.

e) Minutes of the Parish Council meetings held on 20th July 2021 and 29th July 2021 for approval as a true record.

It was **RESOLVED** to make the following changes to the minutes of the 20th July 2021.

Replace:

'it was resolved that £1500 expenditure from the R & B budget be approved for this, Cllr Buck to make arrangements with the contractor.'

With:

'The quote for the pre-school garden is to be circulated to all councillors for 29th July meeting for their consideration to enable a vote to be taken at that meeting. Cllr Buck will provide further information on the specification of the project bearing in mind its location at the preschool and the consequent need for appropriate safety standards for construction.'

It was **RESOLVED** to approve the minutes of the 29th July as an accurate record of the meeting.

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

- Cllr Buck reported that the Broadband project had progressed well and enough properties had now signed up for the scheme that the council will no longer be required to be the legal entity. They are currently waiting on confirmation from the Department for Media, Culture and Sport.
- The Deputy Clerk reported that the Clerk has re-subscribed the council to the CPRE.

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- Clerk reported he had ordered the Remembrance Wreaths from RBL, four wreaths will be ordered as per last year. The Deputy Clerk asked if it was now ok to chain up the RBL bench on Court Meadow Green. All Councillors were in agreement.

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:

The Budget and financial reports had been circulated ahead of the meeting.

The Clerk reported that he was still trying to organise a standing order with Barclays regarding payments for the Rotherfield Surgery. Cllr Harris asked the Clerk to ensure that the Surgery payments showed on the budget for the September meeting.

It was **RESOLVED** to accept the rest of the budget as an accurate position of the council's finances.

Approval of payments:

The Clerk reported that since acquiring his new PC the HMRC application for coordinating salaries was not functioning. It was **RESOLVED** to approve the payments list with the Clerks Salary matching last months. Any changes identified when the app is running again will be reconciled in next month's salary.

Payments

Xtraspace	£91.00	Document storage fees
Rotherfield Sports Club	£325.00	Pitch maintenance
Phil Ireland	£694.72	Litter picking & street sweeping
Teambase	£23.99	Ink cartridge
Computer Studio	£560.00	New PC base unit
Tollwood Garden Service	£3,496.97	Grass cutting and other works
Employment Costs	£3,039.18	Pay, allowances, mileage and Tax/NI
Lloyds Payment card	£166.30	Zoom fees, laptop repairs, postage, signs for cemetery, training publications, keys and monthly fee
Sussex Primary Care	£583.33	Contribution toward surgery costs
<hr/>		
£8,980.49		
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Receipts

Sussex Primary Care	£2,703.33	Monthly rent for Surgery
Tester and Jones	£50.00	Memorial inscription fee
Dignity Funeral Services	£50.00	Memorial inscription fee
<hr/>		
£2,803.33		
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The Deputy Clerk advised the council that the practice of VAT reimbursement for local organisations should come to an end as it is not a permitted practice. **Deputy Clerk** to circulate

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information to councillors for a final decision to be taken at the September PCM. **Clerk** to include an agenda item on the September agenda.

A payment request for VAT return had been received from the Sport Club. It was **RESOLVED** that this payment could not be made as the invoice was not fully made out to the Council. **Clerk** to inform Sports Club.

Note spending and justification of any payments agreed under delegated powers.

The Chair & Vice-Chair had approved the spending of £34.00 to resubscribe to the CPRE.

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

i. To consider and resolve upon a grant application received from Mark Cross Community Centre for support of the Youth Club.

Documents relating to the application were circulated to councillors ahead of the meeting.

It was **RESOLVED** to make a grant of £300.00 to the Community Centre in support of the Youth Club.

The Clerk suggested that the Community Centre could make an approach to the Smith & Fermor charity for further financial assistance.

Deputy Clerk to contact the Community Centre and inform them of the council's decision.

ii. To resolve and adopt the following policies from the Personnel Committee.

- **Flexible Working Policy**
- **Paternity & Maternity Leave Policy**
- **Home Working Policy**
- **Sickness & Absence Policy**
- **Lone Working Policy**

It was **RESOLVED** to adopt all the above policies with a renewal date of August 2023.

iii. Confirm appointment of Cllr. Beach to the Planning & Building, Highways, Lighting & Transport and Recreation & Burial Committees.

Deputy Clerk reported that Cllr Beach had already been appointed to the Planning & Building Committee at the 24th August meeting.

It was **RESOLVED** to appoint Cllr P Beach to the Highways, Lighting & Transport and Recreation & Burial Committees.

iv. Mark Cross Community Centre. Receive report and resolve actions on Broadband access.

The Deputy Clerk reported that issues with the Wi-Fi at Mark Cross Community centre had arisen from the fact that the internet is an extension from Pennies Nursery. The Community Centre would like to consider having an independent Broadband source and would like support from the Council.

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Prices had been received for a 5G connection to the community centre but whilst the council would be willing to fund the installation costs it would require the Community Centre to meet the monthly contract costs.

It was suggested that the Community Centre might also like to investigate the cost of a fixed broadband line and approach the council again with further information. **Deputy Clerk** will feed write to the Community Centre updating them of the council's discussion.

v. To receive a report and consider actions on the Parish CCTV system.

The Deputy Clerk reported that the CCTV system is now up and running however, two issues remain.

Delays in getting the system up and running have come from the fact that the internet in both camera locations is borrowed from other village organisations. Getting access to systems has been difficult and involved multiple parties. To make this easier in the future it is proposed that a fixed broadband line is installed at the Scout Hut and the system is centralised at this location. It was agreed that this should be the way forward and the cost of a broadband line should be investigated. **Clerk** to investigate the cost and requirements for installing a Broadband line into the Scout Hut.

The Deputy Clerk and Cllr Martin will liaise with the CCTV company to get a spec and any other additional costs required to centralise the system at the Scout Hut.

The Deputy Clerk also reported that currently only Cllr Martin had access to the CCTV as an additional licence is required for monitoring software. **Cllr Martin** will arrange for an additional licence to be purchased so that the Deputy Clerk can also access the system.

vi. To discuss and agree request for an extension of the Bowls club.

A plan had been submitted by the Bowls Club for a 1.5m extension, this had been circulated to councillors ahead of the meeting.

The council were still unsure about work required for the extension and decided that a specification should be received before the council could make a decision. It was agreed that **Cllr Martin** would liaise with the Bowls Club and gather further information. **Clerk** to add an item to the September Parish Council Meeting agenda.

vii. Request from "World in Need" to reinstall the clothes bin in the Village Hall car park.

It was agreed that this item would be held over until discussion with the Village Hall Committee could take place. The old clothes bin presented access issues for larger vehicles especially refuge vehicles. Positioning may depend on the Fire Escape works that are shortly to be carried out.

viii. Renewal and adoption of the Grant Awarding Policy.

It was **RESOLVED** to adopt the Grant Awarding Policy with a renewal date of August 2021.

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ix. Agree final arrangements for the Annual Parish Meeting on Wednesday 29th September.

The Deputy Clerk reported that the Village Hall had now been booked. St Denys' church have agreed to serve the refreshments. It was agreed that the meeting would follow this order:

- 1) Chairs Welcome and Report
- 2) Presentation on Climate Emergency from County and District Councillors
- 3) Committee Breakout Groups.

It was agreed that the meeting would be advertised on A0 posters across the parish and on social media. Cllr Richardson and Buck suggested that an alternative title for the Annual Meeting. **Cllr Richardson and Buck** to provide an alternative title to the Deputy Clerk so the advertising can be organised as soon as possible.

x. Dogs in the Recreation Ground. Consider introduction of a "By Law" or other means to ban.

Communications with Wealden District Council had been circulated ahead of the meeting.

It was agreed that the most we can do at present was to increase the signage and to include a warning that the area is now monitored by CCTV. **Clerk** to arrange for new and larger signage to be purchased and installed at the Recreation Ground.

It was agreed that regular warnings should also be published on social media. **Deputy Clerk** to regularly post Dog Fouling warnings on Facebook and Twitter.

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

Tuesday 3 rd August	Planning & Building Committee
Tuesday 10 th August	Communications & Social Media Committee

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

a) Meetings attended on behalf of the Parish Council.

- Cllr Henrick reported that she had attended the Village Hall Management Committee meeting: Rotherfield St Martin still have the offer of a tenancy for one year when works at the Memorial Institute are ready to be undertaken. The Parish Council Room is available to rent again until then.
- The Rotherfield Players are still proceeding with grant applications for the Raise the Roof Project. The planning permission has recently lapsed but has been resubmitted to Wealden District Council.
- The management committee had received a building survey which indicated that works need to be carried out on the roof before the winter. The committee are also considering cladding the whole building.
- The management committee agreed to proceed with the works on the fire exit ramp.

Cllr Buck reported that the Old Burial Ground Working Party had met twice.

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b) Clerk's updates and issues.

- The Clerk will be unable to attend the Extraordinary Planning & Building Committee Meeting on the 31st August. The Deputy Clerk confirmed he will be attending. New name badges and plates will be provided for councillors.

c) Items for the next Parish Magazine column.

- Cllr Martin will provide a report on the new SpeedWatch group.
- Cllr Buck will provide a report on the Pre-School Garden

Any other items for inclusion should be sent to the Deputy Clerk by the 13th September.

d) Training information and updates.

- Clerk has attended an End of Year Processes Course
- Deputy Clerk has attended New Clerk – Council Powers Training

6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

None that require any council action.

7. TO RECEIVE INSPECTION BOOK & REPORTS.

Cllr Buck reported the following:

Recreation Ground:

- Jon removing scrap fencing
- James to do Scout Hut gutters.
- Padlock missing on Forest garden
- Two missing & two poles are loose
- Grass bin needs emptying or pushing up.
- Fence at top of Batter could do with re-clipping in places.
- Ask James to strim in the new forest garden
- Need lots of no dogs signs

Playground:

- Slide - The wooden framework holding the rubber tiles under the slide has still not been repaired. There is a 40mm gap where a child or adult could trip and crash into the slide.
- Toddler's Swing – Plastic rubber covering of steel frame of seats is badly perished and will need replacing soon

Hornshurst Burial Ground:

- Carpark needs surface treatment – Cllr Harris to investigate.
- Stones still to be removed
- the hedge still needs attention

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Old Burial Ground:

- Hedges still need attention

8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

All commence at 19:30.

31 st August	Extraordinary Planning & Building Committee	Rotherfield Village Hall
14 th September	Planning & Building Committee	Mark Cross Community Centre
21 st September	Highways, Lighting & Transport Committee	Mark Cross Community Centre
29 th September	Annual Parish Meeting	Rotherfield Village Hall
30 th September	Monthly Council Meeting	Rotherfield Scout Hut

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 he had placed a clear plastic bin in the cemetery as per the council's recent notice.
- Cllr Martin reported that the new SpeedWatch group had met for the first time – 150 cars vehicles passed the team and over 20 % were exceeding the speed limit.
- Cllr Martin reported that SID will go up outside of Rotherfield Primary School for the first week of term.
- Cllr Kitchenham reported that potholes in Station Road had opened up again and were dangerous to vehicles. **Clerk** to raise with East Sussex Highways.
- Cllr Wickenden reported that Wealden District Council had swept Station Road for debris but not New Road.
- Cllr Richardson reported that a member of the public had enquired when Drop-In Surgeries were going to resume. It was agreed that these can resume from October 2021. **Deputy Clerk** to agree dates and venues with councillors concerned.
- Cllr Buck reported that works on the Old Burial Ground had revealed that the condition of the memorials had worsened since the last audit was done and would like the council to consider a fresh safety audit. **Clerk** to add an item to the agenda of the next Recreation & Burial Committee meeting.
- Cllr Harris reported that Les Pike had agreed to assist with the Christmas Lights again this year. The switching on date has been set for Sunday 28th November 2021. **Clerk & Deputy Clerk** to prepare permission forms and lists of owners.
- Cllr Kember addressed the responses to the Highways issues raised to Cllr Standley. He considered that the response were passing on responsibility to other parties and that Highways are failing in their duties. It was agreed that Cllr Kember would prepare a reply to the answers given. **Cllr Kember** to prepare a response and circulate to the Chair & Vice-Chair of Council, Chair & Vice-Chair of Highways, Clerk & Deputy Clerk. **Deputy Clerk** to provide Cllr Kember with a copy of the 'Cut List' agreed with East Sussex Highways.
- Cllr Kember asked if the council could again start to issue yellow notices to vehicles inconsiderately parked. It was agreed that this could be done from 1st September onwards. **Clerk** to provide Cllr Kember with more yellow parking notices.

Chair declared the meeting closed at: **21:39**

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

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