



**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 THURSDAY 16TH DECEMBER 2021 AT 19:30
AT ROTHERFIELD SCOUT HUT**

PRESENT

Cllr. R. Harris (Chair)
Cllr. L. Henrick (Vice Chair)
Cllr. P. Beach
Cllr. L. Buck

Cllr. D. Hiles
Cllr. J. Cahan
Cllr. P. Kember
Cllr. B. Johnstone

Cllr. A. Martin
Cllr. J. Kitchenham
Cllr. J. Richardson
Cllr. N. Wickenden
Cllr. G. Watson Smith

COUNCILLORS ABSENT

None.

ALSO PRESENT

Adam Hardy (Deputy Clerk), Cllr P. Dixon (Wealden District Council) and a Parishioner who addressed the meeting under item 1a) of the agenda.

1. TO RECEIVE THE FOLLOWING: -

a) Public forum.

A parishioner addressed the meeting regarding drainage issues. The cellar of their property was flooded in 2020 due to blocked drains that are the responsibility of the ESCC Highways. This caused substantial damage, distress and greatly increased insurance premiums. Cllr. Kitchenham and the parishioner had investigated various drains in the area affected and had found many blocked with silt and some hosting plant growth. Dropped kerbs have also added to the issue as the water flows from gardens into the road. ESCC have already been contacted regarding the issues.

CLERK to summarise these concerns and pass them ESCC for attention; also request that, when gully clearance is planned, advance signage is put in place to discourage parked cars from obstructing the gully sucker.

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

Cllr. Richardson had submitted an apology for absence, and it was **RESOLVED** that the reason be accepted,

c) Declarations 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) District and County Councillor reports.

Cllrs. Obbard and Standley had advised that they were unable to attend this meeting and had provided written reports to share.

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e) **Minutes of the Parish Council meetings held on 14th December 2021 for approval as a true record.**

The draft minutes of this recent meeting have not yet been completed.

It was **RESOLVED** that the minutes of the 25th November meeting be adopted as a true record and they were signed by the Chair.

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

Clerk reported the following.

- Increase to Unity Card limit. Still no response on this from Unity or Lloyds, continue to try and speak to someone about this but ends up in perpetual queues.
- Clerk is still to contact ESCC re adding airbricks or similar to eliminate the damp issue in the storage area under the Pre School.
- Clerk has responded to Gatwick Airport and informed them that the Council do not support their plans to increase capacity.
- Training for Councillors - Clerk is to liaise with ESALC regarding this in the New Year.
- Surgery Roof moss issues - Item on the January agenda to agree action regarding this.
- Santander have finally merged our accounts as instructed.
- Clerk is to renew his SLCC membership and will arrange for Adam to be enrolled - subs are covered by the PC.
- Kent Lorry Watch - details sent to Councillors concerned with this.
- Damaged fence in the Old Burial Ground. Now repaired.

2. **TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END DECEMBER 2022, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND NOTE OR AUTHORISE PAYMENTS.**

i. **Budget, other financial reports, and actions arising.**

CLERK to update budget to include administration and staff costs for 2022/2023.

Clerk reported that, with the assistance of Rialtas Business Systems, updating of reconciliations was being undertaken and should be concluded next week.

ii. **Approval of payments.**

It was **RESOLVED** that the following payments be made. Details of receipts are included for information.

PAYMENTS

Invoice/payer details	Details	Amount
Xtraspace (Go Cardless)	Document storage	£91.00
Sports Club	Sports Club Maintenance	£325.00
Teambase	Ink bottles for new printer	£37.20
Mark Cross Community Centre	December hall hire	£30.00
Phil Ireland	Street Sweeping	£169.22
Phil Ireland	Litter picking	£84.62
PKF Accountants	External audit fees	£720.00
Ultralite	Installation of Christmas lights, Christmas trees and work permit for cherry picker	£3,509.59

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Figgtree Fencing and Landscaping	Repair to fencing in Old Burial Ground	£456.77
Wealden District Council	Highways Dog bin emptying 1st October - 31st December 2021	£171.60
Wealden District Council	Millennium Green dog bin emptying 1st October - 31st December	£374.40
Tollwood Garden Services	December groundwork, gutter clearing, grit bin refilling and inspection, and ashes interments	£640.00
Rotherfield St Martin	Second instalment of support grant	£1,000.00
Rotherfield St Martin	Newsletter and flier's costs	£1,401.59
A.J. Martin	Maintaining SID, various minor repairs, and Cemetery drainage	£463.00
Computer Studio	Replacement laptop for Councillor	£504.00
Total		£9,977.99

Lloyd's payment card

Zoom	"Zoom" subs x 2	£28.78
Lloyd's payment card	October card fee	£3.00
Crowborough Shoe Repairs	Spare key for Village Hall	£3.95
Waitrose	Meeting refreshments	£16.52
Total		£52.25

RECEIPTS

HMRC - Received 28/10 but not included in the November report	VAT reclaimed 1st April - 30th September 2021	£7,332.12
Tester and Jones	Burial and related fees, recovery of gravedigging costs.	£6,641.00
Arthur C. Towner Funeral Directors	Burial fee	£300.00
Burslem	Memorial fees	£500.00
		£14,773.12

Surgery payments and receipts

Payment from Parish Council to Sussex Primary Care - Contribution to Surgery Costs	£583.33
Payment from Sussex Primary Care – Surgery monthly rent	£2688.33

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

It was **RESOLVED** that the payments listed below be made under delegated powers: -

- Payment to Computer Studio for a replacement laptop for Cllr. Kember - £504.00
- Payment to Cllr. Martin of £10 for repairs to light at the Pre School.

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

i. Agree renewal of subscription to Rotherfield Parish Magazine.

It was agreed to subscribe for two copies per month at the annual cost of £24.00.

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CLERK to contact editor to arrange.

ii. Review authorised users/signatories to Unity accounts and agree amendments.

Currently Clerk and Cllrs. Buck, Harris, Martin and Henrick fulfil these roles with any three to sign/set up/authorise online payments. Cllr. Buck wishes to stand down from this role and it was **RESOLVED** that Cllr. Beach be appointed as an authorised user and Cllr. Buck be removed. **CLERK** to make the necessary arrangements with Unity Trust Bank for these changes. It was also **RESOLVED** that only one of Clerk or Deputy Clerk should initiate or authorise transactions, with appointed Councillor users providing the two other authorisations.

iii. Approval of the Council's budget and precept required for the 2022/23 financial year and signature of associated documents.

These were circulated in advance of the meeting, and it was **RESOLVED** that the budget, and precept required of £124388 be approved. Clerk and Chair completed and signed the documents required. **CLERK** to send to Wealden District Council.

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

- 7th - Planning & Building Committee.
- 9th - Finance & General Purposes Committee – Agreement of 2021-2022 Budget & Precept.
- 14th - Extra Ordinary meeting of the Parish Council.

The draft minutes of the 7th and 9th meetings have been published. The minutes of the 14th of December meeting are currently work in progress.

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

a) Meetings attended on behalf of the Parish Council.

- 6th December - Strengthening Local Relationships meeting with East Sussex Highways officers
Clerk and Cllrs., Martin, Richardson, Henrick and Harris attended together with the Clerk. Ian Johnson (ESCC Traffic & Safety Manager), Dominic Ward (ESCC Highway Steward) and Corrinne Black (ESCC Highways Customer Services Manager) attended for East Sussex Highways. Minutes are yet to be produced and circulated.
- 8th December – Cllr. Watson-Smith attended a meeting of the Rotherfield Village Hall Committee. He reported that the Hall may seek a financial contribution toward the fire escape ramp work required. The Building Control Certificate has been received for the work.

b) Clerk's updates and issues.

- It was reported that a complaint had been received regarding lack of visibility of Speedwatch volunteers monitoring vehicle speeds in the village. Cllr. Martin will deal with this issue.
- Clerk and Deputy Clerk have been reviewing the distribution of responsibilities in the New Year when they each will be working for 20hrs per week. The email addresses will be changing over on Tuesday.

c) Items for next Parish Magazine column.

Current Clerk will be taking over responsibility of writing this, any items for publishing to be with him by 15th January for the February edition.

Items suggested are for the Platinum Jubilee Celebration Plans and the work of the "Speedwatch" team.

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6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- CPRE magazine
- Clerks and Councils Direct magazine.
- A letter of complaint had been received in respect of the Council's recommendation for a recent planning application. This has been noted.

7. TO RECEIVE INSPECTION BOOK & REPORTS.

These are regularly reviewed and no items regarding urgent action have been identified. The play area in the Recreation Ground has recently received its annual inspection from Wicksteed. No issues of a major nature were highlighted in the report and minor works will be dealt with. **CLERK** to add item to the agenda of the 18th of January Recreation and Burial Committee meeting to report actions required.

8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

January	4th	Planning & Building Committee
	11th	Highways, Lighting & Transport Committee - Mark Cross Community Centre
	18th	Recreation & Burial Committee
	25th	Planning & Building Committee
	27th	Monthly Council Meeting

Except as noted above all meetings are in the Parish Council Room at Rotherfield Village Hall and start 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.

- Chair reported that the study regarding improving parking in North Street by the recreation ground bank was progressing. **CLERK** is to instruct the architects who produce the feasibility study to pass details to ESCC Highways for their views.
- A local company have been identified to undertake lining work in the Village Hall Car park and they are to visit and quote for this.
- **CLERK** to contact British Transport Police regarding vandalism at Eridge Station.
- Outdoor table tennis table for the Recreation Ground. **CLERK** to add to an item to the agenda of the 18th of January meeting of the Recreation and Burial Committee to discuss. Cllr. Buck is to investigate cost and report.
- **CLERK** to add an item regarding provision of electric vehicle charging points to the agenda of the 11th of January Highways Committee meeting.
- Cllr. Kember gave advance notice that he would not be able to attend the 21st December Planning and Building Committee meeting.

Chair declared the meeting closed at 20:35.

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