



**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 24TH FEBRUARY 2022 AT 19:30
IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL**

PRESENT

Cllr R Harris (Chair)
Cllr L Henrick (Vice Chair)
Cllr P Beach
Cllr G Watson Smith

Cllr D Hiles
Cllr P Kember
Cllr N Wickenden
Cllr J Cahan

Cllr A Martin
Cllr J Kitchenham
Cllr L Buck

COUNCILLORS ABSENT

None

ALSO PRESENT

Adam Hardy (Parish Clerk), Trevor Thorpe (Deputy Clerk), Cllr K Obbard (Wealden District Council), Cllr B Standley (East Sussex County Council), Cllr G Taylor (East Sussex County Council) and eight members of the public.

1. TO RECEIVE THE FOLLOWING: -

a) Public forum.

None

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

Apologies for absence were received from: Cllr B Johnstone & Cllr J Richardson.

It was **RESOLVED** that their reasons be accepted.

Apologies had also been received from Cllr P Dixon (Wealden District Council)

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 in item 2i) as he is receiving payment for work undertaken on behalf of the council.

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.

Cllr B Standley (East Sussex County Council):

- The budget had been approved by the Full Council with no need for spending cuts.

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- The new Levelling Up report from government has been released and is currently being studied for the impact it will have on the County Council.
- A new schools bill will be coming out in the spring reviewing all schools across the county.
- The council remains busy with post covid work.
- Cllr Standley attended the Eridge Station Lift Opening with our MP and Rail Minister.

Cllr G Taylor (East Sussex County Council):

- Approximately 150 trees fell across East Sussex Highways during Storm Eunice, most of these have now been attended to by the Highway authority.
- Power and water outages had also been experienced across the county and most households have now been reconnected.
- Due to savings the cancellation of the Early Years help scheme has been scrapped.
- The opposition parties on the council have put forward a motion suggesting uses for the underspent budget. This included suggestions for increasing community match funding for smaller road safety projects.
- Eridge residents have submitted a petition to East Sussex County Council for a crossing on the A26 at the Forstal.

Cllr K Obbard (Wealden District Council):

- Cllr Obbard had submitted a report to councillors ahead of the meeting.
- Concerns have been raised about the possibility of a rubbish collection strike in Wealden. It is hoped that a resolution can be reached to prevent this from occurring.
- Wealden Council have approved their budget for the 2022/23 financial year.
- Cllr Obbard confirmed that he had called in the Mulberry House planning application and that it will be considered by Wealden Planning North on 3rd March 2022.
- A meeting has been set up with Ian Johnson of East Sussex Highways to further discuss a crossing point on the A267 at Mark Cross this has been prompted by an increase in accidents. Cllr Kitchenham has agreed to attend this meeting on behalf of the Parish Council.

e) Minutes of the Parish Council meetings held on 27th January 2022 for approval as a true record.

It was **RESOLVED** that these were a true record of the meeting and signed by the Chair.

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

Matters arising from the 27th January 2022 Parish Council Meeting:

- Clerk reported that he had met with Dr Stephen Hall to move forward with arrangements for the "watershed" meeting. He is hoping to present to Crowborough Town Council before proceeding with further meeting arrangements.
- Clerk reported that the Village Hall car park relining work had now been completed.
- Clerk reported that he has registered the council with the Platinum Jubilee Beacon Lighting group.
- Clerk reported that the investigations and reporting of the unadopted section of New Road has been moved to the 1st March Highways, Lighting & Transport Committee meeting.
- Clerk reported that the further investigations and reporting on the lighting at Mark Cross Community Centre had been moved to the 1st March Highways, Lighting & Transport Committee meeting.
- Clerk reported that he has now been enrolled in the NEST Pension Scheme and his work from home allowance has been set up running from January 2022.

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- Clerk reported that the new projector in the Parish Council Room at the Village Hall has been installed and is in use.
- Clerk Reported that RBS Rialtas have been contracted to complete the end of year closedown.
- Clerk reported that he had signed the council up to the group of Parish Councils wishing to lobby central government regarding overdevelopment in Wealden.
- Deputy Clerk reported that he had asked ESCC highways if their contractors had dealt with New Road Drainage. The drains here are now showing as clear and working correctly. The next routine clearance of these drains is scheduled to take place in October 2022. The local Highway Steward will continue to monitor this road on his regular inspections of the area.

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

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

- Clerk reported that the Unity and Santander deposit accounts had been reconciled up to date. The Unity and Barclays current accounts require assistance from RBS but will be resolved at the beginning of next week.

It was **RESOLVED** that the budget was correct and accepted by the council as the correct position of the council's accounts.

i. Approval of payments.

Regular payments				
Invoice/payer details	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	Amount - VAT included where applicable
Xtraspace (Go Cardless)	4110	101	Document storage - Feb 22	£91.00
Sports Club	4340	302	Sports Club Maintenance - Feb 22	£325.00
Rotherfield Village Hall	4125	101	Meeting Room Hire - Invoice 3598	£26.25
Rotherfield Village Hall	4125	101	Meeting Room Hire - Invoice 3597	£16.50
Rotherfield Village Hall	4125	101	Meeting Room Hire - Invoice 3595	£13.20
Teambase	4110	101	Deputy Clerk Stationery	£20.10
Cloudy Group Ltd	4110	101	Rialtas Hosting - Feb 22	£69.60
Phil Ireland	4252	203	Street Sweeping - Feb 22	£323.83
Phil Ireland	4364	302	Litter Picking - Feb 22	£161.92
Rotherfield Village Hall	4125	101	Meeting Room Hire - Invoice 3624	£13.20
Rotherfield Village Hall	4125	101	Meeting Room Hire - Invoice 3623	£13.20
Rotherfield Village Hall	4125	101	Meeting Room Hire - Invoice 3622	£39.60
Total				£1,113.40
Other payments				
Ace Roadmarkings Ltd	4361	302	Village Hall Car Park Relining	£1,320.00

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Trevor Thorpe	4110	101	Microsoft Annual Renewal Dep Clerk Laptop	£113.76
The Computer Studio	4110	101	Projector for Parish Council Room	£697.00
RBS Rialtas	4105	101	Alpha Accounting Training for Clerk	£120.00
Rotherfield Village Hall	4110	101	Village Hall Broadband Contribution - 2021	£240.00
Adrian Martin	4388	302	CCTV -Feb 22	£18.00
Adrian Martin	4361	302	White Lining Assistance	£72.00
Adrian Martin	4341	302	Dog Signs Installation	£54.00
Adrian Martin	4341	302	Dog Signs, posts, clips & post mix	£426.00
Adrian Martin	4381	303	Cemetery Signs Installation	£18.00
Adrian Martin	4381	303	Cemetery Signs Materials	£132.00
Adrian Martin	4381	303	Padlock & Chain for cemetery	£21.60
Adrian Martin	4256	203	Dog Bin Installation	£54.00
Adrian Martin	4256	203	Dog Bin Installation Materials	£69.60
Adrian Martin	4259	203	SID - Feb 22	£36.00
Tollwood Garden Services	4255	203	Salt Bin Tidy and	£25.00
Tollwood Garden Services	4257	203	Holly Works - Chant Lane	£50.00
Tollwood Garden Services	4257	203	Eridge Triangle Works	£100.00
Tollwood Garden Services	4381	303	Infilling Graves at HBG	£40.00
Tollwood Garden Services	4257	203	Eridge Station weed & tidy	£100.00
Tollwood Garden Services	4381	303	Tidying at HBG	£100.00
Tollwood Garden Services	4393	303	Ashes Interment Plot F34	£100.00
Adam Hardy	4110	101	Clerk - Expenses - Feb 22	£8.00
Information Commissioners Office	4110	101	ICO Annual Renewal - 2022	£35.00
Mr J O McDermott	4381	303	Mole Catching - 6 Moles - Feb 22	£150.00
Mr J O McDermott	4341	302	Mole Catching - 3 Moles - Feb 22	£75.00
SLCC	4110	101	Clerk's SLCC Membership 2022	£249.00

Total	£4,423.96
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Lloyds payment card - collected by DD on or around 9th of the month

Zoom	4125	101	Zoom Sub - February 2022 (AH)	£14.39
Zoom	4125	101	Zoom Sub - February 2022 (TT)	£14.39
GritBins.net	4255	203	Grit Bin for Kennedy's	£92.52
Direct365Online Ltd	4391	303	Cemetery Bin Bill - Sep 21	£16.90
Treasured Memories Ltd	4381	303	Grave Markers for HBG	£89.50
Lloyds payment card	4110	101	Card Charge - Jan 22	£3.00
Lloyds payment card	4110	101	Card Charge - Feb 22	£3.00
Post Office	4110	101	Stamps for Clerk - Feb 22	£21.70

£255.40

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Unity Credits				
Tester & Jones	1300	303	Burial Fee - Plot F28	£200.00
Tester & Jones	1324	303	Gravedigging Costs Plot F28	£419.62
Rotherfield Village Hall	1323	302	10 Years Ground Rent - Feb 22 - Feb 32	£10.00
E R Hickmott	1300	303	Burial Fee - Plot P18	£300.00
E R Hickmott	1324	303	Gravedigging Costs Plot P18	£389.34

£1,318.96

Surgery payments	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	Amount
Sussex Primary Care	4399	305	Surgery Costs - Feb 22	£583.33
				£583.33

RECEIPTS FOR FEBRUARY 2022

SPC (Barclays)	4398	305	Surgery Rent - Feb 22	£2,688.33
				£2,688.33

Staff Costs - includes Tax, NI, pension and expenses	Total figure reported separately			£2,593.18
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It was **RESOLVED** to authorise these payments.

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

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

- Cllr Harris & Cllr Buck authorised emergency repairs following a downed tree at the Recreation Ground.
- Cllr Harris & Cllr Buck authorised emergency tree works at the Old Burial Ground for a damaged tree.
- Cllr Harris & Cllr Buck authorised emergency fencing works for 27 Court Meadow which is adjacent to the Old Burial Ground which is our responsibility to have in place. It was **RESOLVED** that an insurance claim be made for these works. **Clerk** to investigate insurance claim.

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

i. Receive update on Broadband Community Partnership Project.

One member of the public addressed the council to provide an update on the project:

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- Openreach have approved the project and a pledge site for residents to formally sign up to will be opening shortly. The cost is £534,000.00 and the site can remain open until the cost is met.
- Due to the number of residents and business that have signed up, it is believed that the total cost will be covered by government vouchers.
- Once approved it will take 12 months to complete the installation.
- The council is being approached for support with marketing materials, advertising and to officially sign off as the legal entity for this project.

Cllr Martin said that further information was required about the next stage of the project before the council could sign off as the legal entity.

It was **RESOLVED** that a working party be established to move the project forward and to report progress and proposals to the Full Council for debate and resolution. The working party will consist of the following:

Cllr D Hiles (Chair)

Mr Slawek Czuprynski

Cllr Buck

Trevor Thorpe (Deputy Clerk)

ii. **Proposal from two parishioners to assist with redesigning and updating the Parish Walk maps.**

Documents and examples of new walks had been circulated to councillors ahead of the meeting. Two parishioners addressed the council about the work they had done on renewing the Parish Walking Maps:

- There is a desire to make the walking maps easier to use and locally available.
- New map designs will include photos that can assist the walker along the route.
- Costs could be kept low with local printing and digital copies available.

Councillors were impressed with the examples brought to the meeting and wished the volunteers to proceed with renewing the walking maps. **Clerk** to liaise with parishioners regarding map usage and progression of project.

Three further parishioners addressed the council from a local walking group who have produced a book for smaller local walks aimed at a different market than the Rotherfield Walks leaflets. They would be interested in using the map from the 2014 Rotherfield Walks booklet updated, if possible, for their book. **Clerk** to liaise with parishioners regarding map usage.

Clerk to contact original map designers and printers, if still in business, to investigate copyright and possibility of use.

iii. **Consider provision of a multi-use games area/court in Rotherfield recreation ground.**

Cllr Buck put forward a proposal for the council to agree in principle to the provision of a Multi-Use Games Area (MUGA) in the recreation ground. The proposed site is the land between the Sports Club and the Bowls Green. It had been identified as something that came up on the parish survey and would be a benefit to children and adults in the parish. The sports club do not have an objection to the proposal and have offered to manage the booking system should a decision be made to let the facility for use.

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Cllr Buck had got some provisional costings for the work:

Groundworks:	£32,000
Surfacing, Markings & Fencing:	£55,000

It was acknowledged that a proper quote and specification would be required to go out for tendering.

The proposal in principle is that the parish council commit to funding £40,000.00. The remaining money would be sourced from grants and fundraising.

Councillors felt it was a good idea in principle, but the following concerns were raised:

- Locking the MUGA will mean that people may not be able to use it freely. The alternative option of not locking the site could lead to anti-social behaviour.
- Other councils have described such places as a source for anti-social behaviour.
- The quotes are inaccurate and that a properly specified scheme would be much more expensive.
- How to dispose of the spoil that would be generated by the installation works.
- How the council would manage the day to day running of the new facility.
- Lack of funds in the reserves in conjunction with other projects and spending that the council is already committed to.

The Clerk advised that he had spoken to Wealden Planning and they had advised that Planning Permission would also be required for a project of this scale.

It was agreed that the project is a good idea in principle but further information is required before proceeding including a proper specification and plan for the works with updated costings.

It was **RESOLVED** that a working party be set up to move the project forward reporting to the full council. Working Party members are as follows:

Cllr L Buck (Chair)	Cllr P Kember
Cllr P Beach	Cllr J Cahan
Adam Hady (Parish Clerk)	

iv. Discuss and resolve on request from Rotherfield Bowls Club for a 1.5m extension.

One member of the public addressed the council to outline the Bowls Club extension plan to the council. A plan of the proposed extension had been circulated to councillors ahead of the meeting.

It was **RESOLVED** to allow the 1.5m extension as per the plan provided to the council.

The bowls club would ensure that the base of the new area was finished appropriately.

v. Consider quotes for a fixed table tennis table in the Recreation Ground.

Two quotes for a fixed table tennis table in the recreation ground had been received. The planned location is adjacent to the Playground accessed directly via the path around the recreation ground.

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Cllr Martin expressed concern regarding the location and proposed groundworks. A proper base may be required.

It was **RESOLVED** that this item be part of the brief for the working party exploring the MUGA. A more detailed proposal and selection of quotes would be bought before Full Council.

vi. Resolve to appoint Cllr Beverley Johnstone to the Communications & Social Media Committee.

It was **RESOLVED** to appoint Cllr Johnstone to the Communications & Social Media committee.

vii. Discuss proposal for holding of the School and Pre-School Summer Fete on the Recreation Ground.

Cllr Buck had been approached by the school and pre-school about the possibility of holding their Summer Fetes on the recreation ground. The Chair confirmed that they would have to fill out the necessary paperwork and approach the council through the Clerk before a motion can be put for approval. **Clerk** to send necessary paperwork to Cllr Buck for each school to complete.

viii. Receive an update from the Platinum Jubilee Working Party and make decisions on proposals.

Minutes of the Platinum Jubilee Working Party had been shared with councillors prior to the meeting. The Clerk reported that the road closure paperwork had been completed and we await the decision.

ix. Consider quotes for fencing at Hornshurst Burial Ground.

Clerk reported that two quotes had been received and both were made available to councillors ahead of the meeting.

It was **RESOLVED** to proceed with the quote provided by Figtree Fencing & Landscaping for £978.12 (inc VAT). **Clerk** to contact Figtree and arrange a date for the works to take place.

x. Discuss and resolve Recreation Ground End of Season Pitch Renovation.

Cllr Martin expressed an interest as he occasionally works as a contractor for the Rotherfield Sports Club.

It was **RESOLVED** to approve the following spending:

- Contractor to disc seed: £750.00+VAT
- Fertiliser to all areas £750+VAT
- Top dressing sand (40 tonnes to bottom pitch only). Supplier Avoncrop Ltd (price delivered £33.90 per tonne = £1356 +VAT). Contractor to spread £500+ VAT
- Verti draining to bottom pitch (not done recently) £350 +VAT.

Clerk – to inform Sports Club of decision.

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

The council noted the following committee meetings had taken place:

- 8th February 2022 Communications & Social Media Committee
- 15th February 2022 Planning & Building Committee

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

a) Meetings attended on behalf of the Parish Council.

- Cllr Buck reported that she had attended the opening of the new lift at Eridge Station.
- Cllr Watson-Smith reported that he had attended the Rotherfield Village Hall Management Committee meeting. He reported that there was a possibility that the committee will be approaching the council to seek support with funding the ramp.
- Cllr Beach & Cllr Buck had attended the first Councillor's Surgery's at the Courtyard Café. A Copy of the discussion notes has been shared with councillors ahead of the meeting.

b) Clerk's updates and issues.

- Clerk attended the opening of the Eridge Station Lift.

c) Items for next Parish Magazine column.

- Platinum Jubilee Celebrations update.
- Rotherfield Village Hall Car Park relining.

6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

None

7. TO RECEIVE INSPECTION BOOK & REPORTS.

The following inspection reports had been received and shared with the Chair:

- 24th January 2022 Recreation Ground Inspection Report
- 3rd February 2022 Hornhurst Burial Ground Inspection Report
- 3rd February 2022 Playground Inspection Report
- 22nd February 2022 Recreation Ground Inspection Report

8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 1st March 2022 Highways, Lighting & Transport Committee
- 8th March 2022 Planning & Building Committee
- 24th March 2022 Parish Council Meeting
- 29th March 2022 Planning & Building Committee

All meetings are at 7:30pm in the Parish Council Room at Rotherfield Village Hall unless otherwise stated.

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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 informed the council that he had arranged for the mud left on Rotherfield Hill to be tidied up and made safe.

Chair declared the meeting closed at: 21:25

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

DRAFT