



**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 27th JANUARY 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 B Johnstone

Cllr A Martin  
Cllr J Kitchenham  
Cllr J Richardson

**COUNCILLORS ABSENT**

None

**ALSO PRESENT**

Adam Hardy (Parish Clerk), Trevor Thorpe (Deputy Clerk), Cllr P Dixon (Wealden District Council), 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).**

Cllr L Buck & Cllr J Cahan had submitted an apology for absence.

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

**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.

**d) District and County Councillor reports.**

Cllr B Standley (East Sussex County Council):

Cllr Standley had circulated a report ahead of the meeting:

- The budget for the County Council has now been set with a 2% increase in council tax and an additional 2.5% increase to the adult social care. Cllr Kember asked why the increase

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on the adult social care item was necessary and Cllr Standley reported that a recent survey found 80% of those who need extra funding are elderly and as Wealden has high proportion of elderly residents the increase is necessary.

- The children's book challenge will once again be run across the county in the summer. Two new special schools have opened in different parts of the county.
- Cllr Standly had investigated Lorry Watch – an initiative from Kent County Council – reporting that it operates in much the same way as Operation Crackdown.

Cllr G Taylor (East Sussex County Council):

- The Early Help funding has now been restored.
- County Council are looking to carry out a pilot with local authorities to ban sprayed weed killers being used on County land. Cllr Henrick informed Cllr Taylor that the Parish Council have used mixed management of weeds for a few years in an attempt to minimise use of sprays.

Cllr K Obbard (Wealden District Council):

- Work continues on producing the local plan and councillors recently received a presentation on the progress of this. Although, housing numbers continue to be a concern and this was recently raised at a meeting with Michael Gove.
- Wealden continue to offer Covid Support Grants where required.
- Cllr Kember informed the council that a proposal on selected sites by Wealden District Council was promised to be shared by the end of January. It is unlikely that this will now be published until the spring. Cllr Kember asked that with the local issues of raw sewage discharge that it should be a capacity constrained plan.
- Councillors were reminded about the importance of attending the North Parish Cluster meetings.

Cllr P Dixon (Wealden District Council)

- Cllr Dixon felt confident that the meeting with Michael Gove would result in a reduction in housing numbers. Constraints could be added to the plan that would result in the reduction of the number of planned houses.
- The Planning Inspectorate had ruled in favour of the application of Briar House Farm but Wealden are still in discussions with their lawyers about the possibility of challenging this. Cllr Henrick expressed her dissatisfaction with the incompetence of the planning officers regarding this matter. The parish council expressed their dissatisfaction and felt that a review of planning procedure and administration at Wealden was needed.
- Cllr Dixon confirmed that Wealden have asked the Secretary of State to review the requirement for an Environmental Impact Assessment (EIA) for both the Glebe Field and proposed Court Farm planning applications. The parish council expressed their annoyance & dissatisfaction at this course of action.
- The caravan at Treblers Lane– enforcement action has been taken but there is not much more that can be done without further evidence of occupation.
- Cottage Hill Entrance – it has been noted that building work has been going on and enforcement action has been taken.
- South Street Wall – an application has been submitted but not validated yet. This will come before the Planning Committee in time and the Conservation Officer will also offer a recommendation.
- North Street Excavation work – Cllr Dixon will follow this up with enforcement.
- Cllr Dixon had attended a presentation by Southern Water who are to come back with further information regarding the dumping of sewage into the watercourse.
- Cllr Martin raised the caravan on Blackdon Hill as a continuing enforcement issue. Evidence will need to be gathered in order to proceed. Cllr Obbard said he will follow this up with enforcement.
- Court Farm Barn – this will be raised with enforcement again although an application has been submitted to regularise the situation. Cllr Dixon will speak to the planning officers concerned.

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- e) **Minutes of the Parish Council meetings held on 14<sup>th</sup> December 2021 & 16<sup>th</sup> December 2021 for approval as a true record.**

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

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

Matters arising from the 14<sup>th</sup> December Parish Council Meeting:

- Clerk reported that the response to the Millwood Homes application had been submitted to Wealden District Council.

Matters arising from the 16<sup>th</sup> December Parish Council Meeting:

- East Sussex Highways have been contacted again about drainage in New Road and the Deputy Clerk will continue to chase.
- Chaser had been sent re: the increase in the Unity Card Limit. The Deputy Clerk will continue to chase.
- We are moving ahead with the new councillor/refresher training and the Clerk will finalise arrangements for this in the next couple of weeks.
- Deputy Clerk has renewed SLCC membership. The Clerk is awaiting a 'New Clerk' pack which includes a special offer on membership.
- Clerk now has access to the Unity account. Barclays and Santander access is still in progress.
- The Deputy Clerk has returned the precept forms for 2022/23 to Wealden District Council.
- Information regarding installing electric vehicle charging points at Village Halls has been circulated to relevant councillors.

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

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

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.**

Cllr Martin declared an interest as he was receiving remuneration. The following payments were presented:

Invoice/payer details	Ledger entry description - Max 30 characters	Amount - VAT included where applicable
Xtraspace (Go Cardless)	Document storage - Jan 22	£91.00
Sports Club	Sports Club Maintenance	£325.00
Teambase	New Clerk Stationery	£55.57
Teambase	New Clerk Stationery (2)	£6.85
Teambase	New Clerk Stationery (3)	£33.02
RBS Rialtas	Increase in Rialtas Users	£24.00
Rotherfield Village Hall	Meeting Room Hire - Invoice 3571	£33.00
Rotherfield Village Hall	Meeting Room Hire - Invoice 3574	£16.50
Rotherfield Village Hall	Meeting Room Hire - Invoice 3575	£6.60
Phil Ireland	Street Sweeping - Jan 22	£371.85
Phil Ireland	Litter picking - Jan 22	£185.92
Cloudy Group LTD	Setup & Configure remote Rialtas	£300.00

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Arbuthnot Latham - Wicksteed Leisure Ltd	Playground Inspection - Dec 21	£72.00
St Denys' & St Marks Magazine	Invoice for Annual Parish Magazine	£24.00
Rotherfield St Martin	Annual IP Address Charge (CCTV)	£43.20
Rotherfield St Martin	Franking Machine Lease 2021	£144.00
KPS	Gravedigging Plot J29	£552.86
KPS	Gravedigging Plot F28	£589.20
KPS	Gravedigging Plot J14	£589.20
Tollwood Garden Service	Rec Bamboo Cut - Dec 21	£150.00
Tollwood Garden Service	OBG Compost and Turf - Dec 21 (1)	£40.00
Tollwood Garden Service	OBG Compost and Turf - Dec 21 (2)	£28.00
Tollwood Garden Service	Ashes Interment - Plot AP115	£100.00
Tollwood Garden Service	HBG - Leaf Clearance - Jan 22	£10.00
Tollwood Garden Service	OBG - Low Branch Removal - Jan 22	£15.00
Elliott Glynn Photography	Christmas Lights Photos - Dec 21	£50.00
Adrian Martin	CCTV - Jan 22	£18.00
Adrian Martin	SID - Jan 22	£36.00
Trevor Thorpe	SLCC Membership Renewal - 22	£171.00
Trevor Thorpe	Website & Domain Renewal - 22	£240.00
<b>Lloyds payment card - collected by DD on or around 9th of the month</b>		
Zoom	Zoom Sub - January 2022 (AH)	£14.39
Zoom	Zoom Sub - January 2022 (TT)	£14.39
The Computer Studio	Printer cable	£12.00
Boots	Sanitising items for 14th Dec meeting	£14.19
<b>Surgery payments</b>	<b>Ledger entry description - Max 30 characters</b>	<b>Amount</b>
Insulation Services	Surgery Door repairs	£95.00
Sussex Primary Care	Surgery Costs - Jan 22	£583.33
Adrian Martin	Gutter Hedgehogs & Clips	£329.32
Adrian Martin	Surgery Guttering Labour	£108.00
Tollwood Garden Services	Surgery Grounds Tidy - Dec 21	£70.00
Tollwood Garden Services	Surgery Gutter Clearance - Jan 22	£40.00
<b>Staff Costs - includes Tax, NI, pension and expenses</b>	<b>Total figure</b>	<b>£2,875.78</b>
		<b>Total £8,478.17</b>

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's Harris, Buck & Watson-Smith authorised spending to T C Woodgate Tree Surgery Limit on Estimate 1634 £696.00 for urgent Tree Works in Old Burial Ground adjacent to Moons Yard.

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

**i. Discuss and consider actions that the Parish Council could take regarding Sewage Overflow issues across the Parish.**

The council received a presentation by Dr Stephen Hall. A copy of the presentation had been circulated to councillors and the key points are summarised as follows:

- This is a watershed issue.
- The catchment area of the Redgate Mill works covers a large area of the parish and Crowborough.

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- Southern Water had informed Wealden District Council that 7.6million pounds had been set aside to improve Redgate Mill but none of this money is for improvement of the network. They have committed to an 80% reduction in sewage discharge across the network.
- Although Wealden consider planning applications on a case by case when Southern Water are consulted, they are required to respond with a yes and are given 24months after construction to reinforce the network.
- It is proposed to set up a Watershed meeting to try and find a way forward to resolve the sewage issues that goes beyond civil boundaries. Inviting two representatives from:

Rotherfield Parish Council  
Wealden District Council  
Wealden Planning Department  
OFWAT  
Upper Midway Inland Drainage Board

Crowborough Town Council  
East Sussex SUDS Department  
Southern Water  
Environment Agency  
South East Rivers Trust

- Dr Hall asked for Council support in facilitating this.

It was **RESOLVED** that the Parish Clerks would work with Dr Hall to set up a meeting with bodies above to try and find a way of tackling this. The Chair thanked Dr Hall for all his hard work in this area.

**ii. Discuss and consider actions relating to the moss on roof of Rotherfield Surgery.**

The Chair confirmed that the “hedgehogs” in the surgery guttering were now in place and that the condition of the moss and the surgery roof would be reviewed in the summer.

**iii. Discuss & acknowledge Town and Parish Councillor Allowances for 2022/23.**

Information on the changes had been circulated to councillors ahead of the meeting. The council noted the Parish Councillor Allowances for 2022/23. Rotherfield Parish Councillors do not claim allowances.

**iv. Discuss and consider quotation for relining of Rotherfield Village Hall & Recreation Ground Car park.**

Two quotes had been received for this work and were presented to the Council. It was **RESOLVED** to proceed with the quote provided by Ace Roadmarkings Ltd for £1,100+VAT.

It is hoped that this work can be carried out in the February half term. **Clerk** to contact Ace Roadmarkings to accept the estimate and confirm the date for the relining works.

**v. Discuss and formalise arrangements regarding lighting of the Beacon for the Platinum Jubilee event on 2<sup>nd</sup> June 2022.**

It was **RESOLVED** to light the Beacon for the Platinum Jubilee in line with the national Beacon Lighting on the 2<sup>nd</sup> June. The Chair confirmed that the Bonfire Society are happy to organise this. **Clerk** to reply to letter from central government confirming our participation.

**vi. Discuss and agree distribution of letter to residents of the unadopted part of New Road regarding road debris.**

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A resident of the Unadopted Part of New Road addressed the council and their points are summarised below:

- Following the patching of the bottom part of New Road – residents were concerned that the patching had only gone a small way up the road. The Deputy Clerk confirmed that the section that had been done is road adopted by Wealden District Council.
- Residents are proposing to work with the council to get more of the road repaired. Residents have asked for a quote to make good the road up to the point the permissive footpath begins.
- It is acknowledged that it is the drainage at the top of New Road which has caused the road surface to be washed away. The drains need completely unblocking with the grills being lifted where possible. Cllr Kember confirmed that this is his understanding also.
- The road is now in such a poor condition that it has become a danger to the residents and other road users.
- Cllr Martin mentioned that the drainage ditches in New Road had either become blocked or have been blocked by residents. It will be necessary to dig out these gully's to try and regain better control of the surface water.
- Cllr Kember said that the council had been discussing how to solve the drainage at the bottom of new road by channelling the water into the existing stream.

It was **RESOLVED** that the council would arrange for a survey of the drainage ditches down the unadopted section of New Road. An item on how to proceed will be placed on the February Parish Council Meeting. **Clerk** to add time to February agenda.

It was **RESOLVED** that signs asking for rubble not to be dumped into the unadopted road would be created as these attempts at patching were not helping. These would be positioned along the unadopted section of New Road. **Cllr Martin & Harris** to identify locations for signs and arrange with the Clerks for printing and placement.

It was **RESOLVED** to write to Conway (East Sussex Contractor) asking them to come and inspect and clear all the drains on the Mayfield Road end of New Road and to lift the covers where necessary. **Deputy Clerk** to write to Conways.

**vii. Discuss & consider costings relating to repair of external lighting at Mark Cross Community Centre.**

Costings for repairs of external lighting at the Mark Cross Community Centre had been received and circulated to councillors. Cllr Martin reported that the quote had come back more expensive than originally thought. As grounds works might be required, it was agreed that further information was needed. **Cllr Martin** to provide a detailed specification of proposed works.

**Cllr Kitchenham & Martin** to consult the Community Centre Trustees to see if extra permissions would be required for the works. Item to be carried over to the February agenda. **Clerk** to add item to February Parish Council Meeting agenda.

**viii. Resolve enrolment of Clerk into the NEST Pension Scheme and agree work from home allowance.**

It was **RESOLVED** to enrol the Clerk into the NEST Pension Scheme and set a work from home allowance of £18.00 per month. **Deputy Clerk** to make arrangements for Clerk to be enrolled into the NEST Pension Scheme.

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ix. **Discuss request from Village Hall to fund installation of new projector in the Parish Council Room.**

Clerk reported that the Rotherfield Village Hall had requested that the council fund the replacement of the Projector in the Parish Council room as a grant to the Village Hall. It was **RESOLVED** to agree to fund the installation of a replacement projector.

**Clerk** to inform Village Hall and make arrangements for the installation to take place asap.

x. **Instruct our accounts software provided to enlist the Council in their end of year closedown "Loyalty" scheme for 2021/22 Financial year.**

It was **RESOLVED** to use the RBS Rialtas closedown scheme for the 2021/22 Financial Year. **Clerk** to contact RBS Rialtas and make arrangements for the closedown to be completed.

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

The council noted the following committee meetings had taken place:

- 11<sup>th</sup> January 2022 Highways, Lighting & Transport Committee Meeting
- 18<sup>th</sup> January 2022 Recreation & Burial Committee Meeting

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

**a) Meetings attended on behalf of the Parish Council.**

- Cllr Kember reported that he had attended the meeting with East Sussex Highways regarding speed reduction measures following the council's success in achieving match funding. We now await a full report from East Sussex on how to proceed.
- Cllr Kitchenham reported that he had met with some of the residents of the unadopted section of New Road who attended tonight's meeting.
- Cllr Kitchenham had a meeting with the owner of Brook Cottage to discuss what measures were taking place to address flooding outside of Medway Farm (Neighbouring Property).

**b) Clerk's updates and issues.**

- East Sussex Rights of Way have investigated footpath FP27 across Briar House Farm and found that it had been diverted without permission. They will now take enforcement action to resolve the issue.
- Notification had been received that Wealden District Council are challenging the Secretary of State's assessment for the requirement for an Environmental Impact Assessment for planned developments on the Glebe Field and Court Farm
- The application for a stabling and sand school at Kingsbury House has been withdrawn by the applicant.
- Cllr Kember had informed the Clerk that he was unable to attend the next North Parish Cluster meeting. It was **AGREED** that Cllr Johnstone would attend on this occasion.

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**Cllr Kember** to brief Cllr Johnstone prior to the meeting.

- Deputy Clerk had met with Sharon at Eridge Station to confirm that the new station lift will only be operational when trains are running. The disabled car parking bays outside of Eridge Station are going in and will replace those in the main car park which are too far from the entrance. Vandalism continues to be an issue and this has been raised with the PCSO's and Transport Police. The car parking provider at the station is changing and payment will only be available by mobile phone app. This will cause issues because the mobile signal at the station is very poor. A resident living near the station has complained about the new station lighting being very bright and on at all hours- it was suggested that they contact Network Rail.

**c) Items for next Parish Magazine column.**

**Clerk** reported that content for the February Magazine had unfortunately not made it to the editor in time for publication. It will be included in next month's edition. Any items for inclusion should be sent to the Deputy Clerk.

**6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.**

- Deputy Clerk presented two pieces of Correspondence from CPRE.

**7. TO RECEIVE INSPECTION BOOK & REPORTS.**

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

- 1<sup>st</sup> January 2022 Playground Inspection
- 1<sup>st</sup> January 2022 Hornshurst Burial Ground Inspection
- 17<sup>th</sup> January 2022 Playground Inspection
- 17<sup>th</sup> January 2022 Hornshurst Burial Ground Inspection
- 24<sup>th</sup> January 2022 Old Burial Ground Inspection
- 24<sup>th</sup> January 2022 Hornshurst Burial Ground Inspection

**8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.**

- 8<sup>th</sup> February 2022 Communications & Social Media Committee
- 10<sup>th</sup> February 2022 Platinum Jubilee Working Party in Scout Hut
- 15<sup>th</sup> February 2022 Planning & Building Committee
- 24<sup>th</sup> February 2022 Parish Council Meeting

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

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

- **Cllr Richarson** reported that she is unable to make the first Drop-In Surgery on Saturday 12<sup>th</sup> February. Cllr Buck has confirmed that she is happy to attend alone but another councillor would be welcome.

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- **Cllr Richardson** reported that she had been contacted by two members of the public who would like to assist in redesigning and updating the walks around the parish leaflets. It was agreed that they would attend the February Parish Council meeting to share their ideas. **Clerk** to add item to February Parish Council meeting agenda.
- **Cllr Martin** reported that he had obtained information and rough costings about installing a car charging port at the Village Hall car park. This would cost something in the region of £4,000 -£5,000 plus monthly outgoings. **Cllr Martin** to liaise with Cllr Beach to come up with a plan for installation to present to the council.
- It was reported that the contractor who dealt with the original Court Farm application and building now has his registered office in one of the barns on site. This is in contravention of the original Planning Permission. **Clerk** to raise with Wealden enforcement.
- **Cllr Wickenden** reported that streetlamp 43 on New Road is now flashing on and off. **Deputy Clerk** to report to East Sussex.
- **Cllr Harris** reported that the streetlamp on the corner of the Rotherfield Surgery access is not working. **Deputy Clerk** to report to East Sussex.
- **Cllr Kitchenham** reported that dumping of spoil and turf from the parish cemetery had been taking place in the woodland adjacent to the cemetery. It was agreed that quotes would be obtained for fencing off this part of the cemetery. **Cllr Kitchenham** to provide a specification to the Clerk. **Clerk** to obtain quotes for fencing work to be considered at the next suitable meeting.
- Clerk reported that he had received communications from Cllr Nikos Mikelis of Chiddingly Parish Council regarding a proposal to unite Wealden North Parish Councils in lobbying on Overdevelopment in Wealden. It was **RESOLVED** to join the initiative. **Clerk** to inform Cllr Mikelis of the council's decision.

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

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