



**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 28TH APRIL 2022 AT 19:30
IN MARK CROSS COMMUNITY CENTRE**

PRESENT

Cllr R Harris (Chair)
Cllr B Johnstone
Cllr P Beach
Cllr G Watson Smith

Cllr J Richardson
Cllr P Kember
Cllr N Wickenden

Cllr J Cahan
Cllr J Kitchenham
Cllr D Hiles

COUNCILLORS ABSENT

None

ALSO PRESENT

Adam Hardy (Parish Clerk), Trevor Thorpe (Deputy Clerk), Cllr P Dixon (Wealden District Council)
& Cllr B Standley (East Sussex County Council),

1. TO RECEIVE THE FOLLOWING: -

a) Public forum.

None

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

Apologies for absence were received from: Cllr A Martin, Cllr L Buck & Cllr L Henrick.

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

Cllr G Taylor (East Sussex County Council) & Cllr K Obbard (Wealden District Council) also sent apologies.

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

Cllr Kember declared an interest in item 3 ii) as a member of Rotherfield St Martin who have applied for a grant from the Parish 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):

Clerk: Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU

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Cllr Standley had sent a report which had been circulated to councillors ahead of the meeting.

- Cllr Standley had also received confirmation that the East Sussex top-up scheme for the community fibre broadband project was still active but the conditions were complex. This information had been circulated to councillors.
- Cllr Harris thanked Cllr Standley for his time as leader of Wealden District Council and although attending council meetings as our East Sussex County Council councillor had always assisted the parish council when he could.

Cllr P Dixon (Wealden District Council)

- Cllr Dixon confirmed that Bob Standley was standing down as Leader of the council and that a new leader would be elected in May.
- Cllr Dixon reported that negotiations are still ongoing but currently a bin strike was planned to begin across Wealden on Monday 2nd May 2022. Further regular updates are available online and will be sent to the Clerk of the council. Residents are advised to continue putting their refuse out as normal.
- Cllr Dixon reported that Ukrainian refugees were starting to arrive in Wealden and although the majority of this is being coordinated by East Sussex County Council it will add pressure to services. Solutions are being discussed to resolve this.
- Cllr Dixon reported on the following Enforcement Issues:
 - Treblers Caravan has been removed but the track remains and needs to be removed and returned to its original condition.
 - Sleepy Cottage (South Street Wall) – an application has now been submitted to Wealden Planning it is currently in the process of being validated.
 - 3 North Street – an application has now been submitted to Wealden Planning; it is currently in the process of being validated.

e) Minutes of the Parish Council meetings held on 19th April 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 28th March Parish Council Meeting

- Clerk reported that the ledger changes requested had been completed and the end of year process is due to be run by RBS on 23rd May 2022.
- Clerk reported that the Community Fibre rollout scheme had been regularly advertised on social media and will be a flyer in the newsletter.
- Clerk reported that the new pay scale for the Clerk and Deputy had been implemented but the backdating is still to be applied.
- Clerk reported that the new grass cutting contract had been signed by the Sports Club and a monthly standing order created.
- Clerk reported that he had informed Eridge of the council's donation towards their Jubilee flagpole. This is on the April payment run.
- Clerk has contacted East Sussex estates department regarding the Pre-School undercroft. No reply has been received so far. Cllr Standley (ESCC) has agreed to assist with this. **CLERK** to send correspondence to Cllr Standley.

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- Clerk reported that the Bonfire Society had been informed about approval for Fireworks to be launched from the recreation ground to mark the Jubilee.

Matters arising from the 19th April Parish Council Meeting

- Clerk reported that he had issued instructions to the council's solicitors to negotiate the surrender of the surgery lease and the taking out of a new lease with Sussex Primary Care (SPC). Confirmation had been received that that SPC would meet the reasonable costs of the council. Negotiations between parties continue.
- Clerk had written to the Bonfire Society confirming a contribution of £500.00 towards the jubilee celebrations.
- Clerk reported that he had emailed Peter Ford asking for the car park to be swept following the delivery of sand for pitch maintenance.
- Clerk has contacted the Jubilee working party to arrange a date for the next meeting. It has been agreed as the 3rd May at 7:30pm in the Scout Hut.

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

a Budget, other financial reports, and actions arising.

- Clerk reported the Bank Reconciliation to the council as at 31st March 2022. The reconciliations were presented and signed for each bank account.

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

Clerk reported that the Finance & General Purposes committee wish to propose to the council that the EM Reserves categories are reduced to just the following four:

EM Reserve	Reserve Amount
EM Precept Contingency	£60,000.00
EM CIL receipts from WDC	£24,017.29
EM War Memorial Maintenance	£4,030.61
EM General Reserves	£24,613.06
Total	£112,660.96

It was **RESOLVED** to reorganise the Ear Marked Reserves as outlined above. **CLERK** to make necessary changes within the accounting system after the year end has been completed.

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b Approval of payments.

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

PAYMENTS & RECEIPTS FOR APRIL 2022 to be added to Rialtas All payments from Unity Trust account by online payment unless otherwise stated

Regular payments				Amount - VAT included where applicable
Invoice/payer details	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	
Xtraspace (Go Cardless)	4110	101	Document storage - April 22	£91.00
Rotherfield Sports Club	4340	302	Grounds Maintenance - April 22	£368.75
Cloudy Group Ltd	4110	101	Rialtas Hosting - April 22	£69.60
Mark Cross Community Centre	4125	101	Meeting Room Hire	£33.00
Rotherfield Village Hall	4125	101	Meeting Room Hire - Invoice 3672	£39.60
Rotherfield Village Hall	4125	101	Meeting Room Hire - Invoice 3673	£13.20
Rotherfield Village Hall	4125	101	Meeting Room Hire - Invoice 3682	£13.20
Rotherfield Village Hall	4125	101	Meeting Room Hire - Invoice 3683	£9.90
Rotherfield Village Hall	4125	101	Meeting Room Hire - Invoice 3684	£6.60
Rotherfield Village Hall	4125	101	Meeting Room Hire - Invoice 3685	£13.20
Phil Ireland	4252	203	Street Sweeping - April 2022	£377.00
Phil Ireland	4364	302	Litter Picking - April 2022	£188.50
Total				£1,223.55
Other payments				
Elite Turf Solutions			Pitch Maintenance - SC	£2,544.00
ESALC Limited	4105	101	RFO Training - Finance Update	£48.00
Figtree Fencing & Landscaping			Parish Cemetery New Fencing	£1,038.12
T.C. Woodgate Tree Surgery LTD	4380	303	Old Burial Ground Tree Works	£696.00
Burridge Fencing & Tree work			Old Burial Ground New Fencing	£1,363.43
Coppard Plant Hire LTD	4380	303	Old Burial Ground Chipping	£469.83
Mark Cross Community Centre	4159	102	Jubilee Budget	£500.00
James Sweeney	4360	302	Allotment Rent - Mar 22	£500.00
ESALC Limited	4120	101	ESALC & NALC Renewal	£971.84
Eridge Village Hall	4159	102	Platinum Jubilee Flagpole Donation	£500.00
BHIB Councils Insurance	4121	101	Insurance Renewal	£2,073.62
Tate and Tonbridge Fencing Ltd			Bowls Club Extension Outstanding Balance	£2,936.28
David Peacock	4321	302	Dog Sign Repainting	£15.00
Peter Mannington			Pitch Maintenance - SC	£1,713.00
Adrian Martin	4321	301	Padlocks for Rec	£55.20
Adrian Martin	4321	301	Padlocks for Rec Labour	£18.00
Adrian Martin	4388	302	CCTV Maintenance	£18.00
Adrian Martin	4321	301	Mark Cross Picnic Bench	£400.80
Adrian Martin	4321	301	Mark Cross Picnic Bench Labour	£72.00
Adrian Martin	4208	201	Mark Cross Community Centre Lights	£426.00
Adrian Martin	4208	201	Mark Cross Community Centre Lights Labour	£234.00
Adrian Martin	4208	201	Mark Cross Community Centre Electrician (1)	£720.00
Adrian Martin	4208	201	Mark Cross Electrician Socket	£108.00

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Adrian Martin	4208	201	Mark Cross Community Centre Electrician (2)	£180.00
Adrian Martin	4208	201	Mark Cross Electrician External Glands	£40.80
Adrian Martin	4208	201	Mark Cross Electrician Waterproof Enclosure	£5.40
Adrian Martin	4208	201	Mark Cross Electrician Earth Bars	£3.30
Adrian Martin	4208	201	Mark Cross Electrician Dawn Dusk Sensor	£16.20
Adrian Martin	4208	201	Mark Cross Electrician Extra Light Bollard	£64.80
Adrian Martin	4259	203	SID Mar & April 2022	£72.00
Rotherfield Players	4156	102	Rotherfield Players Program Sponsorship	£25.00
Tollwood Garden Services	4255	203	New Salt Bin and refills	£80.00
Tollwood Garden Services	4380	303	St Denys' Burial Ground Works	£343.00
Tollwood Garden Services	4380	303	St Denys' Burial Ground Tidying	£200.00
Tollwood Garden Services	4380	303	St Denys' Burial Ground Cut	£320.00
Tollwood Garden Services	4341	302	Maintenance around Village Hall	£308.00
Tollwood Garden Services	4389	302	Court Meadow Green Maintenance	£34.00
Tollwood Garden Services	4257	203	Highways Cuts	£266.00
Tollwood Garden Services	4341	302	Children's Playground Tidy	£45.00
Tollwood Garden Services	4389	302	Court Meadow Green Tidying	£34.00
Tollwood Garden Services	4381	303	Hornshurst Burial Ground Cut	£57.00
Tollwood Garden Services	4381	303	Turf for Hornshurst Burial Ground Install	£60.00
Tollwood Garden Services	4381	303	Turf for Hornshurst Burial Ground Materials	£60.00
Tollwood Garden Services	4250	203	St Cheron Twitten Tidy	£200.00
Tollwood Garden Services	4380	303	Old Burial Ground Tidy	£30.00
Tollwood Garden Services	4389	302	Court Meadow Green Cut	£34.00
Tollwood Garden Services	4341	302	Village Hall & Recreation Ground Tidy	£194.00
Tollwood Garden Services	4393	303	Ashes Interment Plot J:17	£100.00
Tollwood Garden Services	4389	302	Court Meadow Green Tidying	£34.00
Tollwood Garden Services	4341	302	Children's Playground Tidy	£45.00
Tollwood Garden Services	4380	303	Old Burial Ground Grass Cut	£320.00
Tollwood Garden Services	4381	303	Hornshurst Burial Ground Cut	£57.00

Total	£20,649.62
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Lloyds payment card - collected by DD on or around 9th of the month

Zoom	4125	101	Zoom Sub - April 2022 (AH)	£14.39
Zoom	4125	101	Zoom Sub - April 2022 (TT)	£14.39

£28.78

Unity Credits

Tester & Jones	1300	303	Memorial Wall Plaque - P31	£150.00
Rotherfield Football Club			Pitch Maintenance Funding	£2,380.00
Mr John O'Connor	1300	303	Ashes Interment Fees - Plot J17	£240.00
Wealden District Council	1076	100	Precept 2022/2023 - Part 1	£62,194.00
Wealden District Council	329	-	CIL Oct 21- Mar 22	£2,160.78
Mrs Shelia Hobbs	1300	303	Ashes Interment Fees - Plot AP: 117	£495.00
Rotherfield Bowling Club			Bowls Club Extension - Part 2	£2,446.90
Rotherfield Football Club			Pitch Maintenance Funding	£1,427.50
Rotherfield Football Club			Pitch Maintenance Funding	£1,347.19

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£72,841.37

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

RECEIPTS FOR NOVEMBER 2021

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

Staff Costs - includes Tax, NI, pension and expenses	Total figure reported separately			£3,198.61
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It was **RESOLVED** that the payment for Adrian Martin would not be made until an electrician completion certificate for works at Mark Cross Community Centre had been received as per resolution made on 24th March 2022.

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

Clerk reported that no spending or payments authorisations had been made under delegated powers this month.

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

i. Approval of signature of the Council's draft accounts for 1st April 2021 to 31st March 2022.

End of year accounts had been circulated to councillors ahead of the meeting and reviewed by the Finance & General Purposes Committee. It was **RESOLVED** that the accounts for 1st April 2021 to 31st March 2022 were accurate and were signed by the Chair.

ii. Approval of Grant applications recommended for payment at the Finance and General Purposes Committee meeting.

The following grants were proposed to the council:

Applicant	Amount	Notes
Rotherfield St Martins	£1,500.00	£1,000 in May 2022 & £500 in October. The second instalment will be reviewed in October to see if it can be increased.
Kent & Sussex Air Ambulance	£250.00	
Rotherfield Pre-School	£750.00	An additional £750.00 of rent returns will be made under a separate cost code.
Citizens Advice Bureau	£350.00	

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Mark Cross Youth Club	£250.00	
Rotherfield & Mark Cross Bonfire Society	£600.00	Requested for the Senior Citizen Christmas Lunch
Rotherfield Cricket Club	£233.00	New equipment for Junior Cricket Club.
Total	£3,933.00	

It was **RESOLVED** that the above grants be approved. **Clerk** to add to the May payment run.

iii. Consider options for centralising the CCTV system at Rotherfield Village Hall.

A proposal for centralising the CCTV system at Rotherfield Village Hall with a quotation from TN6 Electrical was circulated to councillors ahead of the meeting. Chair reported that it will allow for the council to have complete control of the internet and the IT systems without disturbing other groups within the parish.

It was **RESOLVED** to proceed with the proposal for centralising the CCTV System. **CLERK** to arrange a meeting with the Chair of the Village Hall Committee & Cllr Harris to finalise the installation.

iv. Discuss and consider quotations for Table Tennis Table and groundworks at the Recreation Ground.

The Chair reported that quotes for the groundwork's for the Table Tennis table had now been received and circulated to councillors.

It was **RESOLVED** to proceed with the quote from Coppards of £1,716.00 (inc VAT) for the Hardstanding for the Table Tennis Table.

It was **RESOLVED** to proceed with the quote from Caloo of £6,000.00 (in VAT) for the Table Tennis Table and installation.

Clerk to consult with Cllr Buck and successful companies for the installation and works to begin.

It was **RESOLVED** that the spending on this project should be entirely met from CIL monies.

v. To agree appointment of delegates to the Working Group Against Overdevelopment in Wealden.

It was agreed to hold this item over until to the May meeting of the Parish Council. **Clerk** to add item to the 26th May Parish Council Meeting agenda.

vi. Consider and resolve purchase and installation of a new fire door on consulting room at Rotherfield Surgery

A quote from Insulation Services had been received and circulated to councillors ahead of the meeting.

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It was **RESOLVED** to proceed with the installation of the new fire exit door at Rotherfield Surgery. The quote of £2,418.00 (inc VAT) from Insulation Services is accepted by the council. **Clerk** to inform Insulation Services and ask them to liaise with the Practice Manager regarding installation.

vii. . Discuss and adopt workplan for management of the Old Burial Ground.

Cllrs Harris & Beach had prepared a new management plan of the Old Burial Ground and this had been circulated to councillors ahead of the meeting.

It was **RESOLVED** to implement the new management plan for the Old Burial Ground. **Clerk** to send to volunteers and contractors.

Cllr Watson-Smith reported that the bees had left the hives in the Old Burial Ground. If they do not return in a few weeks he will arrange for a new swarm to be placed in them.

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

The council noted the following committee meetings had taken place:

- 29th March 2022 Planning & Building Committee
- 5th April 2022 Communications & Social Media Committee
- 12th April 2022 Recreation & Burial Committee
- 14th April 2022 Finance & General Purposes Committee
- 19th April 2022 Parish Council Meeting

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

a) Meetings attended on behalf of the Parish Council.

- Cllr Watson-Smith reported that he had attended the Village Hall Committee meeting,
- Cllrs Harris & Martin reported that they had attended a meeting of the group against overdevelopment in Wealden.

b) Clerk's updates and issues.

- Clerk had received notification from Tangent Space that the planning application for additional parking on Eridge Lane had now been submitted to Wealden District Council.
- Clerk had been notified by the SpeedWatch volunteers that they had been subject to some abuse during recent sessions. A complaint from a resident about SpeedWatch volunteers and visibility had also been received. Both matters have been passed to the scheme coordinator at Sussex Police.
- Clerk reported that he had made a VAT reclaim for the period 1st October 2021 – 31st March 2022 for the sum of £5,724.08.
- Clerk reported that he had received communication regarding the Annual Meeting of the Council and the election of committee chairs. After checking, a secret ballot may be called by any councillor once nominations have been received. It is also not unprecedented for nominated councillors to give a small statement about what they would do if committee

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chair. This can also be requested by any councillor to the Chair of the meeting.

- Deputy Clerk reported that he was still in the process of arranging a whole council refresher training sessions with East Sussex Association of Local Councils.
- Deputy Clerk reported that he was pursuing training on the use of defibrillators for councillors and other interested parties.
- Deputy Clerk suggested the purchase of an additional gavel so both Clerk and Deputy Clerk have one available for meetings. It was agreed that this could be purchased. **Deputy Clerk** to arrange purchase.

c) Items for next Parish Magazine column.

- Platinum Jubilee
- CCTV Update
- Table Tennis Table
- Walks Leaflets
- Annual Council Meeting review

6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- CPRE Newsletter – circulated to councillors.
- Clerk & Councils Direct – circulated to councillors.
- The Clerk Magazine.

7. TO RECEIVE INSPECTION BOOK & REPORTS.

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

- | | |
|-------------------------------|---|
| • 26 th March 2022 | Playground Inspection Report |
| • 26 th March 2022 | Hornhurst Burial Ground Inspection Report |
| • 5 th April 2022 | Playground Inspection Report |
| • 5 th April 2022 | Hornhurst Burial Ground Inspection Report |
| • 14 th April 2022 | Playground Inspection Report |
| • 14 th April 2022 | Hornhurst Burial Ground Inspection Report |
| • 22 nd April 2022 | Playground Inspection Report |
| • 22 nd April 2022 | Hornhurst Burial Ground Inspection Report |
| • 26 th April 2022 | Old Burial Ground Inspection Report |

8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- | | |
|-----------------------------|---|
| • 10 th May 2022 | Planning & Building Committee |
| • 24 th May 2022 | Highways, Lighting & Transport Committee |
| • 26 th May 2022 | Parish Council meeting incorporating the Annual Council Meeting |
| • 31 st May 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 Harris asked that we send a get well card and gift to Cllr Martin as he recovers.
- Cllr Watson-Smith asked that the bollard behind the Village Hall could be looked at for repair.

Chair declared the meeting closed at: **21:18**

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