



**Working for the Community in Rotherfield, Mark Cross,
Eridge Green, Boarshead and surrounding areas**

**MINUTES OF THE ANNUAL & MONTHLY MEETING OF THE PARISH COUNCIL
HELD ON THURSDAY 26TH MAY 2022 AT 19:30
IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL**

PRESENT

Cllr R Harris
Cllr L Henrick
Cllr P Beach
Cllr B Johnstone

Cllr J Richardson
Cllr P Kember
Cllr N Wickenden
Cllr A Martin

Cllr J Cahan
Cllr J Kitchenham
Cllr D Hiles
Cllr L Buck

COUNCILLORS ABSENT

None

ALSO PRESENT

Adam Hardy (Parish Clerk), Trevor Thorpe (Deputy Clerk), Cllr G Taylor (East Sussex County Council)
& Cllr B Standley (East Sussex County Council),

1. TO ELECT CHAIR AND VICE CHAIR AND SIGNING OF THEIR DECLARATIONS OF OFFICE.

Cllr R Harris was nominated for Council Chair and **unanimously** elected.

Cllr B Johnstone was nominated for Council Vice-Chair and **unanimously** elected.

Cllr Harris thanked Cllr Henrick for her many years in the position of Vice-Chair of the Council, this was echoed by all present.

The meeting was paused whilst the elected councillors signed their declarations of office. These were witnessed by the Clerk.

2. TO RECEIVE THE FOLLOWING: -

a) Public forum.

None.

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

Apologies for absence were received from: Cllr G Watson Smith

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

Apologies had also been tendered by Cllr K Obbard (Wealden District Council) & Cllr P Dixon (Wealden District Council).

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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):

A report had been circulated to councillors ahead of the meeting and councillors had no questions at this time.

Cllr G Taylor (East Sussex County Council):

- The petition for a crossing at Eridge Green is going to be considered at a council meeting on the 13th June 2022.
- Payments to hosts of Ukrainian Refugees had been delayed but are now starting to be made.

e) Minutes of the Parish Council meetings held on 28th 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.

- Clerk reported that he had notified applicants about their grant applications and payments are in this month's payment run for authorisation.
- Clerk reported that progress was underway with centralising the CCTV system with the broadband line being installed in early June. Additional costs had been occurred for a suitable cabinet that met the Village Hall requirements. This had been authorised under delegated powers and recorded in these minutes.
- Clerk had confirmed the order for the Table Tennis Table and associated works. We await an installation date from Caloo. Coppard's can work around this date to ensure that the groundworks are completed.
- Clerk informed Insulation Services to proceed with the installation of the new Fire Door.
- Clerk reported that the updated Old Burial Ground Management Plan had been circulated to volunteers.

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

a Budget, other financial reports, and actions arising.

The Clerk presented the bank reconciliations as at the 30th April 2022 for all of the council's accounts.

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

b Approval of payments.

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

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

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 - May 22	£91.00
Rotherfield Sports Club	4340	302	Grounds Maintenance - May 22	£368.75
Teambase	4110	101	Stationery - Deputy Clerk	£19.20
Rialtas	4110	101	Annual Support renewal	£214.80
Cloudy Group Ltd	4110	101	Rialtas Hosting - May 22	£69.60
Rotherfield Village Hall	4125	101	Meeting Room Hire: Invoice 3706	£36.30
Rotherfield Village Hall	4125	101	Meeting Room Hire Invoice 3707	£13.20
Phil Ireland	4252	203	Street Sweeping - May 2022	£360.08
Phil Ireland	4364	302	Litter Picking - May 2022	£180.04
Teambase	4110	101	Stationery - Clerk	£32.28
Teambase	4110	101	Stationery - Clerk	£23.94
Total				£1,409.19

Other payments				
Rotherfield St Martins	4150	101	Grant Payment 1st Installment May 22	£1,000.00
Kent & Sussex Air Ambulance	4150	101	Grant Payment May 22	£250.00
Rotherfield Pre-School	4150	101	Grant Payment May 22	£750.00
Citizens Advice Bureau	4150	101	Grant Payment May 22	£350.00
Mark Cross Youth Club	4150	101	Grant Payment May 22	£250.00
Rotherfield & Mark Cross Bonfire Society	4150	101	Grant Payment May 22	£600.00
Rotherfield Cricket Club	4150	101	Grant Payment May 22	£233.00
Chris Croft	4380	303	OBG Bench Cleaning	£65.00
The Computer Studio	4110	101	Annual Microsoft Office 365 Sub	£1,104.48
Rotherfield WI	4156	102	Annual Meeting Refreshment Donation	£250.00
Tangent Space	4205	201	Eridge Lane Parking Planning Documents	£1,781.20

Chris Croft	4319	301	War Memorial Cleaning	£67.50
Chris Croft	4381	303	Clean & Treat Benches in HBG	£135.76
Chris Croft	4403	102	Replace Glass in Book Exchange	£19.77
J & K Gallery Limited	4159	101	Jubilee Gift Framing	£60.00
RoundWood of Mayfield	4160	102	New Planters x 5	£135.00
Chris Croft	4341	302	Minor Fence Repairs	£33.75
Trevor Thorpe	4159	102	Jubilee Bunting	£254.66
Tollwood Garden Services	4393	303	Ashes Interment Plot AP117	£100.00
Tollwood Garden Services	4387	302	Scout Hut Weeding	£20.00
Tollwood Garden Services	4381	303	HBG Maintenance	£57.00
Tollwood Garden Services	4389	302	Court Meadow Green Cut	£34.00
Tollwood Garden Services	4341	302	VillageHall/Recreation Ground Maintenance	£308.00
Tollwood Garden Services	4257	203	Highways Cuts	£266.00
Tollwood Garden Services	4255	203	Strim Area Around old Railway Bridge	£45.00
Tollwood Garden Services	4389	302	Court Meadow Green Cut	£34.00
Tollwood Garden Services	4341	302	Children's Play Area Maintenance	£45.00
Tollwood Garden Services	4389	302	Court Meadow Green Cut	£34.00
Tollwood Garden Services	4380	303	OBG Maintainece	£320.00
Tollwood Garden Services	4381	303	HBG Maintenance	£57.00
Tollwood Garden Services	4257	203	Highways Cuts	£218.00
Tollwood Garden Services	4341	302	VillageHall/Recreation Ground Maintenance	£194.00
Tollwood Garden Services	4341	302	VillageHall/Recreation Ground Maintenance	£324.50
Tollwood Garden Services	4389	302	Court Meadow Green Cut	£34.00
Tollwood Garden Services	4341	302	Children's Play Area Maintenance	£45.00
RBS Rialtas	4110	101	Year End Closures 2022	£720.00
Trevor Thorpe	4159	102	Jubilee Drinks	£277.75

Total £10,473.37

Lloyds payment card - collected by DD on or around 9th of the month

Post Office	4110	101	Stamps - Deputy Clerk	£34.00
Zoom	4125	101	Zoom Subs Clerk - May 22	£14.39
Blossom & Bean	4110	101	Meeting Refreshments	£8.40
Post Office	4110	101	Stamps - Deputy Clerk	£68.00
Newmans	4159	102	Jubilee Printing	£184.32
Zoom	4125	101	Zoom Subs Clerk - Deputy May 22	£14.39
Post Office	4110	101	Stamps - Deputy Clerk	£16.32
Flying Colours Flagmakers	4386	302	New Union Flags for Rec & CMG	£80.94

£420.76

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Unity Credits				
Cash Deposit - 10/05/22	1330	101	Rotherfield Village Ukrainian Pals	£539.54
Cash Deposit - 13/05/22	1330	101	Rotherfield Village Ukrainian Pals	£343.61
Mark Cross Primary School	1330	101	Rotherfield Village Ukrainian Pals	£302.98
Mrs Mary Miller	1323	-	Bench Treatment - May 2022	£50.00

£1,236.13

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
Insulation Services	4405	305	Fire Door Deposit	£1,450.00
Sussex Primary Care	4399	305	Surgery Costs - May 22	£583.33
				£2,616.66

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			£2,666.93
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c Note spending and justification of any payments agreed under delegated powers.

- To approve spending to clean and revarnish two benches at Rotherfield Parish Cemetery authorised by Cllr R Harris & Cllr L Buck. Urgent repairs to the Book Exchange authorised by Cllr J Richardson & Cllr R Harris. Cleaning of the War Memorial agreed by Clerk as regular maintenance of council property. A total cost of £223.03 to Chris Croft Handyman. **All approved by Responsible Finance Officer.**
- To approve spending on urgent repairs on Health & Safety Grounds to wire fence in Recreation ground. A cost of £33.75 to Chris Croft Handyman. Authorised by Cllr L Buck & Cllr R Harris. **Approved by Responsible Finance Officer.**
- To approve spending & payment for Flower Planters for Rotherfield in Bloom. Limited time sale price. A cost of £135.00 to Roundwood of Mayfield. Authorised by Cllr J Richardson & Cllr Watson-Smith. **Approved by Responsible Finance Officer.**
- To approve spending on urgent repairs to Pre-School lighting bollards under Health & Safety Grounds to Adrian Martin. Cost to be Invoiced. Authorised by Cllr Harris & Cllr Buck. **Approved by Responsible Finance Officer.**

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4. ELECTIONS AND APPOINTMENTS

- a) To elect Chair & Vice Chairs of Committees, appoint Committee members, and arrange review of the terms of reference of the following Committees and working groups.

Committee	Chair	Vice-Chair	Committee
Planning & Building Committee	Cllr D Hiles	Cllr P Kember	Cllr N Wickenden Cllr P Beach Cllr A Martin Cllr J Kitchenham Cllr G Watson-Smith
Highways, Lighting & Transport Committee	Cllr J Kitchenham	Cllr P Beach	Cllr J Cahan Cllr A Martin Cllr P Kember Cllr N Wickenden
Communications & Social Media Committee	It was RESOLVED not to form this committee at this time.		
Recreation & Burial Committee	Cllr L Buck	Cllr G Watson-Smith	Cllr J Richardson Cllr J Kitchenham Cllr A Martin Cllr D Hiles Cllr P Beach Cllr N Wickenden Cllr J Cahan
Finance & General Purposes Committee	Cllr D Hiles	Cllr L Buck	Cllr J Kitchenham Cllr J Richardson Cllr P Beach
Personnel Committee	Cllr J Richardson <i>1 Abstention was recorded.</i>	Cllr B Johnstone	Cllr R Harris Cllr D Hiles

- b) To Appoint Council Representatives to the following organisations

Rotherfield Village Hall	Cllr G Watson-Smith
Rotherfield Allotment Association	Cllr P Beach
Rotherfield Millennium Green	Cllr L Henrick
Mark Cross Community Centre	Cllr J Cahan
Rotherfield Twinning Association	Cllr J Richardson
Rotherfield Scout Group	Cllr J Cahan
Rotherfield Bowls Club	Cllr L Buck
Rotherfield Memorial Institute	Cllr A Martin
East Sussex Association of Local Councils	Cllr R Harris
Rotherfield Sports Club	Cllr L Buck
Uckfield Railway Line Parishes Group	Cllr L Buck
Wealden District Association of Local Councils	Cllr B Johnstone
Rotherfield Primary School	Cllr J Richardson
Rotherfield Pre-School	Cllr L Buck
Mark Cross Primary School	Cllr J Cahan

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Pennies Nursery	Cllr J Cahan
Rotherfield St Martin	Cllr A Martin
St Denys' & St Mark's Churches	Cllr J Richardson

- c) To make appointments to the following posts, review/create new responsibilities and posts and receive the review of the Council's plans for co-ordinated responses to future emergencies in the Parish.

Emergency Co-ordinators	Cllr N Wickenden & Cllr G Watson-Smith
Pond Warden	Cllr N Wickenden
Footpath Warden	Cllr G Watson-Smith, Cllr J Kitchenham, Cllr J Cahan & Cllr P Kember
Smith & Fermor Charity	Deputy Clerk – <i>Trevor Thorpe</i>
Public Transport	Cllr G Watson-Smith
Broadband & Telecommunications	Cllr L Buck
Gatwick Airport & Aircraft Issues	Cllr P Kember
Hornshurst Burial Ground Inspection	Cllr J Kitchenham
Old Burial Ground Inspection	Cllr J Richardson
Recreation Ground Inspection	Cllr L Buck
Playground Inspection	Cllr J Kitchenham
Mark Cross Millennium Green Inspection	Cllr J Cahan
Press Liaison and Newsletter	Parish Clerk – <i>Adam Hardy</i>
Rotherfield Village Conservation	Cllr L Henrick
Sussex Police Liaison	Cllr P Kember
Tree Wardens	Cllr N Wickenden & Cllr G Watson-Smith
Raise the Roof Project Liaison	Cllr A Martin
Safeguarding Lead	Cllr J Richardson
Wealden North Planning Cluster	Cllr P Kember
GDPR Officers	Parish Clerk – <i>Adam Hardy</i> Cllr J Cahan

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

- i. Resolution granting all Councillors serving on Rotherfield Parish Council dispensation to speak and vote on the Council's budget and setting of the precept for the remaining term of this Council.

It was **RESOLVED** to grant all Councillors serving on Rotherfield Parish Council dispensation to speak and vote on the Council's budget and setting of the precept for the remaining term of this Council.

- ii. Review, adopt and sign sections 1 & 2 of the Annual Governance Return.

The Clerk presented the completed sections 1 & 2 of the Annual Governance Return to council.

It was **RESOLVED** to adopt the completed Annual Governance Return and the relevant sections were signed by the Chair and Responsible Finance Officer.

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iii. Review Bank Signatories for council's bank accounts.

It was **RESOLVED** that Cllr Beverley Johnstone be added as a signatory to the council's bank accounts.

Clerk to arrange the necessary paperwork.

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

It was **RESOLVED** to appoint Cllr P Kember & Cllr A Martin to the Wealden Working Group Against Overdevelopment.

v. Consideration of Grant Application from Family Support Work.

A grant application from Family Support Work had been circulated to councillors ahead of the meeting.

It was **RESOLVED** to make a grant of £300.00 to Family Support Work. **Clerk** to write to applicant and inform them of the application outcome.

vi. Discuss update on proposed disabled ramp at Rotherfield Village Hall

Documents relating to the proposed Disabled Ramp had been circulated to councillors ahead of the meeting.

After discussion, it was **AGREED** that further information would be required before a decision on a contribution towards cost could be made. **Clerk** to write to Rotherfield Village Hall management committee for additional information.

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

The council noted the following committee meetings had taken place:

- 10th May Planning & Building Committee

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

a) Meetings attended on behalf of the Parish Council.

- Cllr J Richardson reported that she had attended various meetings in conjunction with the jubilee memories project.
- Cllr A Martin had met with Rotherfield St Martin and Rotherfield Pre School.
- Cllr P Kember reported that he had met with the new Inspector at Sussex Police with responsibility for rural policing.
- Cllr L Buck reported that she had received an invitation to the Eridge Jubilee Celebrations.
- Cllr B Johnstone had had multiple meetings regarding formation for the Rotherfield Village Ukrainian Pals Hub.

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b) Clerk's updates and issues.

- Clerk reminded councillors of the forthcoming Annual Parish Meeting on Saturday 28th May at 2:30pm.
- Clerk reported that the 31st May Planning & Building Committee meeting had been upgraded to a Full Council meeting so that the request from Rotherfield Memorial Institute to take over as Sole Trustee of the Institute can be discussed.
- Clerk reported that the renewed Surgery Lease had been received for signing. This can be done by two Councillors with Clerk acting as witness.
- Clerk reported that we had now received an estimated installation date from the Table Tennis provider – this had been passed to Coppards so that the groundwork's can be completed ahead of install.

c) Items for next Parish Magazine column.

- Conclusion of the Community Broadband Project
- SID Statistics.

8. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- Clerk reported that a letter had been received from Rotherfield Memorial Institute Trustees. This would be circulated to councillors shortly.

9. TO RECEIVE INSPECTION BOOK & REPORTS.

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

- | | |
|-----------------------------|--|
| • 13 th May 2022 | Hornshurst Burial Ground Inspection Report |
| • 13 th May 2022 | Playground Inspection Report |
| • 25 th May 2022 | Hornshurst Burial Ground Inspection Report |
| • 25 th May 2022 | Playground Inspection Report |
| • 25 th May 2022 | Recreation Ground Inspection Report |

10. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- | | |
|------------------------------|-------------------------------|
| • 31 st May 2022 | Parish Council Meeting |
| • 21 st June 2022 | Planning & Building Committee |
| • 30 th June 2022 | Parish Council Meeting |

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

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

- Cllr J Richardson reminded councillors of the Bloomin Rotherfield Planting Up on Sunday 29th at 11:00am at Highgate Café.
- Cllr L Henrick had reviewed documents relating to footpaths and wanted to remind councillors that we could not promote footpaths for the use of horses or cyclists.
- Cllr L Henrick raised concerns that the Clerk had not claimed any overtime when timesheets show that he has worked a lot of hours on financial reports over the last two weeks.
Cllr Richardson to review with the Personnel Committee.
- Cllr A Martin reported that he had asked Will Clark to carry out some hedge and verge work around the parish.

Chair declared the meeting closed at: **21:19**

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