



**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 July 2022 AT 19:30
IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL**

PRESENT

Cllr R Harris (Chair)

Cllr B Johnstone (Vice-Chair)

Cllr G Watson-Smith

Cllr L Buck

Cllr J Richardson

Cllr A Martin

Cllr N Wickenden

Cllr P Beach

Cllr J Kitchenham

Cllr L Henrick

COUNCILLORS ABSENT

None

ALSO PRESENT

Adam Hardy (Parish Clerk),

Cllr B Standley (East Sussex County Council) & Cllr P Dixon (Wealden District 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 D Hiles, Cllr P Kember and Cllr J Cahan.

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

Apologies had also been tendered by Cllr K Obbard (Wealden District Council) & Cllr G Taylor (East Sussex County 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 2b) as he is receiving payment for work undertaken as approved by 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):

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

Tel: 07969512099. Email: Clerk@rotherfieldparishcouncil.co.uk

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- Cllr Standley reported that East Sussex had been engaging with Southern Water regarding the dumping of sewage into rivers and seas across the county. This will be monitored more closely in the future. Wealden District Council have agreed to give the disposal of sewage a closer look when planning applications are submitted. Cllrs Buck & Harris said that sewage needed to be given a higher profile in planning applications and enforcement.
- Cllr Standley reported that a Modern Slavery Policy had been agreed by the council.
- The new Highways contact will be announced in September. Cllr Kitchenham asked if patching rather than filling pot holes was still going to be policy with the new contractors. Cllr Standley believed that this would still be the case.
- Cllr Harris enquired, if whilst Western Road is closed and the lorry ban suspended, whether lorries can be instructed to pass through Rotherfield Village and go along the Bicycle Arms road rather than attempt to turn down Station Road. Cllr Standley agreed to raise this with Highways.

Cllr P Dixon (Wealden District Council)

- Cllr Dixon reported that the Glebe Field Planning application was due for determination soon. Highways have maintained their objection despite revisions having been submitted.
- Cllr Dixon reported that the new Wealden Local Plan has been paused until a new direction from central government has been issued. Cllr Beach enquired why other authorities have been able to go ahead and publish their local plans. Cllr Dixon replied that many were further down the system than Wealden. Cllr Richardson asked if any deadlines were likely to be missed because of the pause. Cllr Dixon agreed that it was likely as a new central government policy would depend on who the next Prime Minister is.
- Cllr Dixon reported that Chris Bending had taken over as head of Planning & Environmental Policy at Wealden District Council.
- Cllr Dixon reported that the retrospective application for works at Sleepy Cottage has failed to progress and the deadline was fast approaching where enforcement would become involved again. The retrospective application at 3 North Street is in a similar position.
- Cllr Dixon reported that a motion on disposal of sewage had passed through Council and would result in the disposal of sewage waste being given a higher profile in planning applications.

Cllr Henrick joined the meeting.

e) Minutes of the Annual Parish Council meeting held on 30th June 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.

- Actions agreed by the council following the recommendations from Personnel Committee have been completed.
- An item regarding the reorganisation of council committees has been placed on the August meeting agenda.
- Clerk reported that the Table Tennis table had been ordered and is due to be installed in the first week of August.
- Clerk reported that the lining of the Rotherfield Surgery Car Park had been agreed by the Highways, Lighting & Transport Committee.
- Clerk reported that the paperwork for increase in the limit on the corporate cards has been submitted and is being processed.
- Clerk has written to the Powder Mill Trust informing them of the council's grant decision.
- Clerk reported that dates had again been sent to Inspector Lauren Buck asking her to attend a meeting.
- Clerk has informed the Village Hall Management Committee of our contribution to the Disabled Ramp works at the Village Hall.
- Clerk reported that he created a new Earmarked Reserve for the MUGA project.

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- Clerk reported that the “Bloomin Rotherfield” Volunteers had been written to and thanked for their assistance.

2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF JUNE 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 June 2022 for all of the council's accounts.

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 July 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 - July 22	£91.00
Rotherfield Sports Club	4340	302	Grounds Maintenance - July 22	£368.75
Cloudy Group	4110	101	RBS Rialtas Hosting - July 22	£69.60
Mark Cross Community Centre	4125	101	Hall Booking - July 22	£33.00
BT	4409	302	CCTV Broadband - July 22	£68.59
Teambase	4110	101	Stationery Clerk - July 22 (1)	£13.19
Teambase	4110	101	Stationery Clerk - July 22 (2)	£6.20
Teambase	4110	101	Stationery Clerk - July 22 (3)	£38.29
Teambase	4110	101	Stationery Deputy Clerk - July 22	£16.78
Rotherfield Village Hall	4125	101	Meeting Room Hire Invoice:3755	£32.00
Rotherfield Village Hall	4125	101	Meeting Room Hire Invoice:3756	£16.00
Rotherfield Village Hall	4125	101	Meeting Room Hire Invoice:3763	£81.00
Rotherfield Village Hall	4125	101	Meeting Room Hire Invoice:3765	£92.40
Rotherfield Village Hall	4125	101	Meeting Room Hire Invoice:3766	£8.00
Phil Ireland	4252	203	Street Sweeping - July 22	£297.25
Phil Ireland	4364	302	Litter Picking - July 22	£148.62
Total				£1,380.67

Other payments

PowderMill Trust	4150	101	Grant Payment	£200.00
CPA Design	4325	301	MUGA & Table Tennis Plans	£586.39
The Computer Studio	4110	101	Microsoft Office 365 - Upgrade	£148.50
JAKK Country Furniture Designs Ltd	4255	203	Castle Hill Post Repairs	£811.92
Rotherfield Pre-School			Rent Reimbursement 2022	£750.00
Avoncrop	4343	302	Pitch Maintenance - SC	£1,616.62
ESALC	4105	101	Planning Training x2	£96.00
Tollwood	4250	203	Chant Lane Hedge cut	£200.00
Tollwood	4389	302	Court Meadow July 22 (1)	£34.00
Tollwood	4381	303	HBG July 22 (1)	£381.50
Tollwood	4341	302	Rec & Village Hall July (1)	£559.50
Tollwood	4257	203	Highways Cuts July 22 (1)	£23.00
Tollwood	4381	303	HBG July 22 (2)	£57.00

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Tollwood	4380	303	OBG July (1)	£320.00
Tollwood	4389	302	Court Meadow July 22 (2)	£34.00
Tollwood	4341	302	Children's Play Area Maint (1)	£45.00
Tollwood	4341	302	Children's Play Area Maint (2)	£120.00
Tollwood	4389	302	Court Meadow July 22 (3)	£34.00
Tollwood	4341	302	Rec & Village Hall July (2)	£422.50
Tollwood	4257	203	Highways Cuts July 22 (2)	£266.00
Tollwood	4255	203	Old Railway Bridge Strim (1)	£45.00
Tollwood	4381	303	HBG July 22 (3)	£57.00
Tollwood	4341	302	Children's Play Area Maint (3)	£45.00
Tollwood	4380	303	Missing OBG Cut Payments	£320.00
The Computer Studio	4110	101	Clerk Laptop	£614.00
Rotherfield Village Hall	4321	301	Disabled Ramp Contribution	£3,000.00
Adrian Martin	4341	302	Grass Bin Empty	£18.00
Adrian Martin	4388	302	CCTV Cleaning (1)	£27.00
Adrian Martin	4209	201	Speed Watch Signs	£36.00
Adrian Martin	4209	201	Cable Ties for Signs	£15.60
Adrian Martin	4388	302	CCTV	£18.00
Adrian Martin	4341	302	Repair Barrier Lock	£27.00
Adrian Martin	4388	302	CCTV Cleaning (2)	£9.00
Adrian Martin	4259	203	SID July	£36.00
Ukrainian PALS	4112	101	Dental Treatment GE	£49.00

Total £11,022.53

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

Land Registry	4110	101	Title Plan Search	£3.00
Zoom	4125	101	Zoom Subs - Clerk - July 22	£14.39
Zoom	4125	101	Zoom Subs - Deputy Clerk - July 22	£14.39
Seton	4321	301	No Dog Signs for Recreation Ground	£31.38
Adobe Systems Software Ltd	4110	101	Adobe Pro - July 22	£19.97
Zest	4110	101	Condolences Card	£2.85
Royal Mail	4110	101	Stamps for Clerk	£24.49

£110.47

Unity Credits

East Sussex County Council	1100	101	Pre-School Rent - 2022	£750.00
East Sussex County Council	1078	203	Urban Cut Contribution - 2022	£294.00
Sing & Tonic	1330	101	Ukrainian PALS Donation	£710.00
PSV Claims Bureau	1323	101	Fingerpost Insurance Repair	£676.60
Millennium Green	1322	302	Dog Bin Contribution	£32.50

£2,463.10

Surgery payments	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	Amount
Sussex Primary Care	4399	305	Surgery Costs - July 2022	£583.33
Tollwood	4405	305	Surgery Hedge Cut July 22	£165.00
				£748.33

RECEIPTS FOR NOVEMBER 2021

SPC (Barclays)	4398	305	Surgery Rent - June 2022	£2,688.33
				£2,688.33

Staff Costs - includes Tax, NI, pension and expenses

Total figure reported separately **£4,170.26**

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

- A new laptop for the Clerk to use in meetings and out of the office was approved at the cost of £614.00. Approved by Cllr Harris & Cllr Johnstone.

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3. RECEIVE REPORTS, UPDATES & RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE.

Cllr Richardson reported that the appraisal process for staff is in progress and there were no recommendations to make at this time.

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

i. **Consider commissioning a feasibility study for a crossing or other safety measures on the A26 at Eridge Green**

Supporting documents and the front of the petition had been circulated to councillors ahead of the meeting.

A member of the public addressed the committee on a petition that had been submitted to East Sussex Country Council regarding safety measures for crossing the A26. It was highlighted that they were not necessarily asking for a crossing but safety measures of some sort to be introduced.

Councillors felt that in requesting a feasibility study from East Sussex Highways there was a danger that they would simply repeat their response to the petition. The feasibility study should consider the response to the petition in drafting the request.

The existing report will be sent to the Clerk for circulation to councillors. **Clerk** to send report to councillors. It was agreed that any feasibility study commissioned should be broad enough to consider a wide range of safety measures for the A26 from Boars Head to Eridge Green.

It was **RESOLVED** to hold over this decision until the report had been circulated. **Clerk** to add an item to the August Parish Council Meeting agenda. This will be in Eridge Village Hall starting at 7:45pm and parishioners are welcome to attend.

Cllr Standley suggested that it would be worth approaching Frant Parish Council to see if they wished to be involved in any solutions. **Clerk** to approach Frant Parish Council.

ii. **Discuss and consider request from St Denys' Church for sponsorship of their 'Celebrating Bridal Style Event - An exhibition of gowns, flowers, and photographs from 1840 to the present day'.**

Documents relating to this event had been circulated to councillors ahead of the meeting.

It was **RESOLVED** to make a sponsorship of £50.00 towards the event. **Clerk** to write to the Church informing them of the council's decision.

iii. **Discuss and consider options for securing and enhancing the British Legion bench at Court Meadow Green.**

Two members of the British Legion addressed the council on this matter. Through a series of miscommunications, the bench which had been purchased in March 2020 had been chained to a tree to prevent it being removed. The Legion members requested a more appropriate treatment of the bench.

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It was **RESOLVED** to secure the bench to the ground using ground anchors and that this work would be carried out by Adrian Martin. **Cllr Martin** to meet Legion Members on site to agree position and then carry out the work.

The Chair apologised to the Legion members for any offence caused by the securing of the bench using a chain; no disrespect was intended.

iv. Discuss and resolve request for additional Pitch Maintenance Funding.

Notes following a site meeting on this matter had been circulated to councillors ahead of the meeting.

It was **RESOLVED** to make an additional payment of £475.00. **Clerk** to write to Sports Club informing them of the council's decision. **Clerk** to add item to the August payment run.

v. Discuss and resolve allocation of CIL funding towards CCTV Reorganisation.

It was **RESOLVED** that the recent CCTV reorganisation costs be met out of CIL funds. **Clerk** to arrange transfer from EM CIL Reserve.

vi. Discuss and consider purchase of new tables for the Scout Hut.

Clerk reported that he had requested dimensions of tables required from the Scout Group but had not received these yet.

It was **AGREED** that this item be held over until the next Parish Council meeting. **Clerk** to add item to the agenda of the August Parish Council meeting.

vii. Consideration of response to:

WD/2022/1635/LDE - Sussex Country Gardener, Marks Cross, TN6 3PJ

Carrying out of operational development without planning permission at site and the use of buildings without complying with agreement attached to planning consent WD/2003/1710/F.

It was **RESOLVED** to recommend to Wealden District Council that this application be **SUPPORTED** by the Parish Council.

REASON: The council wishes to support local businesses, particularly those that generate employment opportunities for residents of the Parish. A vote breakdown was requested to be recorded in the minutes.

Vote Breakdown:

Approve:	6 Councillors
Against:	2 Councillors
Abstentions:	2 Councillors

viii. Discuss, receive report and resolve felling of Western Red Cedar Tree in the Old Burial Ground and other tree matters.

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Reports of a site meeting with contractor, councillors and residents of Moons Yard had been circulated ahead of the meeting.

Councillors had concerns about the felling of a healthy tree these included:

- The cost to the council.
- Environmental impact of destroying a healthy tree.
- Setting of a precedent for tree disposal in other areas of the parish.
- Advice from the Wealden Tree Warden that no property or resident has the right to light in law.
- No advice had yet been received from the Conservation Officer.

It was **RESOLVED** that the tree could be felled, subject to approval from the Conservation Officer, if the residents of Moons Yard would meet the full cost of the works. A requirement would also be put in place to ensure a replacement tree is planted within the Old Burial Ground. **Clerk** to contact residents and inform them of the Council's decision.

ix. Review grass cutting arrangements across the Parish during periods of hot weather.

Cllr Harris suggested that the council's contractors should be instructed to avoid cutting grass in periods of extreme heat.

It was **AGREED** to ask contractors not to undertake grass cutting during periods of extreme heat due to the risk of fire. **Clerk** to inform contractors.

x. Discuss and resolve appointment of Cllr Buck to Wealden District Association of Local Councils.

It was **RESOLVED** to appoint Cllr Buck to the Wealden District Association of Local Councils as our second representative.

xi. Consider and resolve Councillors claiming their expenses.

Clerk had circulated a policy regarding councillors claiming allowances, mileage and subsistence payments. At present there was no appetite amongst the council to claim allowances but this would be considered following the May 2023 elections.

Councillors would like the opportunity to claim mileage when travelling on approved council business particularly with the increase in fuel prices.

It was **RESOLVED** that Councillors could make mileage claims at the rate of £0.45 per mile when travelling on approved council business. Claims to be approved by the Chair & Vice-Chair of Council and processed by the Clerk.

xii. Discuss and resolve engaging Julian Black of Kember, Loudon & Williams to complete the planning application for the Multi Use Games Area (MUGA).

Communications and documents relating to this item had been circulated to councillors ahead of the meeting.

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Clerk reported that the remaining agreed budget amount for this work was £414.00 and that further reports may be required for drainage. **Clerk** will make Julian Black aware of the limited budget.

It was **AGREED** that an alternative individual might be found who would do the work at no cost. **Cllr Buck** to investigate and report back to council.

Councillors raised concerns about the plans produced so far showing the retention of spoil on site. It was **AGREED** that plans should also be considered for disposal of the spoil before final planning permission is submitted.

xiii. General discussion on usage and management of proposed Multi Use Games Area (MUGA).

Councillors raised concerns that this project was moving ahead without consideration of some of the long-term factors relating to future use and management of the MUGA particularly in terms of cost and resources.

It was **RESOLVED** that a working party meeting would be held towards the end of August to consider these points and report back to council. It was agreed that Peter Ford on behalf of the Sports Club should also attend the meeting. **Clerk** to arrange meeting and prepare an agenda. **Councillors** to inform Clerk of specific items to include on the agenda.

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

The council noted the following committee meetings had taken place:

- 5th July 2022 Recreation & Burial Committee
- 12th July 2022 Planning & Building Committee
- 19th July 2022 Highways, Lighting & Transport Committee.

6. 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 a meeting of the Wealden District Association of Local Councils.
- Cllr Johnstone reported that she had attended a Planning Training course.
- Cllr Johnstone reported that she had attended a course on becoming a Sole Trustee of a Village Hall.
- Cllr Harris reported that he attended a Planning Meeting at Hartfield regarding local planning concerns.

b) Clerk's updates and issues.

- Clerk informed councillors that he and Cllr Johnstone attended a Planning Training and training on becoming a Sole Trustee of a Village Hall. Reports have been circulated.
- Clerk reported to councillors that new photo headshots will be taken at the start of the August Parish Council meeting – this will be held at Eridge Village Hall. This meeting will begin at 7:45pm.

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- Clerk reported that following receipt of all necessary documentation, he has authorised the use of the car park for a Hog Roast relating to a Wedding Reception being held at the Village Hall on 30th July 2022. They have also been reminded of the need to be cautious, so no fires occurred.
- Clerk reported that following receipt of all necessary documentation from St Denys' Church, he has authorised the use of Court Meadow Green and the Old Burial Ground (for a treasure hunt) on Saturday 6th August 2022.
- Clerk has instituted a new system where the payments spreadsheet will be sent to Chair s for approval of cost centres before the PCM – it is hoped that this will reduce the time required to debate allocation of payments and multiple corrections in the ledger.
- Clerk reported that he has spoken with ESALC about arranging Councillor Refresher Training as agreed at the end of 2021. Currently, this is only being offered remotely. A date of 12th September has been offered for this.

It was **RESOLVED** to proceed with this training with the council assembling in the Parish Council room and the training to be projected onto the screen. **Clerk** to contact ESALC and confirm.

- Clerk reported that Insulation Services will be proceeding with the works on the Surgery Fire Exit in the next two weeks.

c) Items for next Parish Magazine column.

- Monthly SID Statistics
- Monthly SpeedWatch Update
- Table Tennis Table Completion.

7. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- Clerk reported that a letter of thanks had been received from the Kent, Surrey & Sussex Air Ambulance for our recent donation.

8. TO RECEIVE INSPECTION BOOK & REPORTS.

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

- | | |
|------------------------------|--|
| • 14 th July 2022 | Hornshurst Burial Ground Inspection Report |
| • 14 th July 2022 | Playground Inspection Report |
| • 25 th July 2022 | Old Burial Ground Inspection Report |
| • 28 th July 2022 | Recreation Ground Inspection Report |
| • 28 th July 2022 | Playground Inspection Report |
| • 28 th July 2022 | Hornshurst Burial Ground Inspection Report |

9. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- | | | |
|--------------------------------|-------------------------------|------------------------------|
| • 2 nd August 2022 | Planning & Building Committee | |
| • 23 rd August 2022 | Planning & Building Committee | |
| • 29 th August 2022 | Parish Council Meeting | Eridge Village Hall – 7:45pm |

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

- Clerk reported that a parishioner had called in before the meeting to say that he is unable to pass along the pavement with his rollator support because of the Courtyard Café A Frame Board. This had been reported to East Sussex in the past. **Cllr Johnstone** to visit the Courtyard Café and remind them of the rules for displaying the board.
- Cllr Henrick reported that a leak in the Surgery floor had been reported and that contractors were investigating.
- Cllr Buck asked if it was possible to have a small opening ceremony for the new Table Tennis Table. It was suggested that Dr Davies be asked to open it as a progenitor of the project. **Clerk** to organise a date and write to Dr Davies.
- Cllr Martin asked if there had been an update on the lining of Rotherfield Surgery Car Park. Clerk informed councillors that we are still awaiting a date from the contractor.
- Cllr Richardson asked if it would be possible to offer the school a local democracy visit as before the pandemic. **Clerk** to contact school and offer a visit from Cllr Richardson and the Chair of the Council.
- Cllr Harris asked if the Clerk could contact the Football Club and ask them to use the toilet facilities in the sports club rather than neighbouring hedges along the Recreation Ground. **Clerk** to write to Football Club.

Chair declared the meeting closed at: **21:38**

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