



**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 30TH JUNE 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 P Kember

Cllr N Wickenden

Cllr A Martin

Cllr J Cahan

Cllr J Kitchenham

Cllr D Hiles

COUNCILLORS ABSENT

None

ALSO PRESENT

Adam Hardy (Parish Clerk), Trevor Thorpe (Deputy 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 P Beach & Cllr L Henrick

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.

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):

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 had circulated a report to prior to the meeting. He added that we should all be prepared for a tough budget in the next financial year.

Cllr P Dixon (Wealden District Council)

- Cllr Dixon reported that the Bin Strike was now over and Biffa and the workforce had reached a settlement on a reasonable and not vast amount as had been reported. The cost impact for this will be with Biffa and not Wealden District Council. Cllr Dixon added that as many Green Waste collections have been missed the charge for this optional waste collection has been frozen until 2024.
- The enforcement issue at Cottage Hill will be a long one and currently the development and caravan on site are within the law.
- Cllr Dixon had received communications about the bins at Highgate Flats becoming a health hazard after no collection for a number of weeks. These bins should have been collected today.
- Cllr Richardson reported that the bins at High Cross had not been emptied for the whole duration of the strike. She asked to know how much the settlement was. Cllr Dixon replied that he was aware some areas did not get collected and apologised. The pay rates have not been published but the increase is between 25% - 27% over the next two years.

e) Minutes of the Annual Parish Council meeting held on 26th May for approval as a true record.

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

f) Minutes of the Parish Council meeting held on 31st May for approval as a true record.

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

g) Minutes of the Parish Council meeting held on 21st June for approval as a true record.

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

h) Minutes of the Communications & Social Media Committee meeting held on 5th April as a true record.

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

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

Matters arising from the 26th May Annual Parish Council Meeting:

- Clerk reported that he had begun the process of adding Cllr Johnstone as a signatory to the council bank accounts.
- Clerk reported that he had contacted Family Support Work in relation to their grant application.
- Clerk reported that he had updated the website and councillors' details documents following the election of Chairs and Vice-Chairs.
- Deputy Clerk reported that he had updated details across all the parish noticeboards.

Matters arising from the 31st May Parish Council Meeting:

- Clerk reported that he had written to Peter Thompson of the Memorial Institute to confirm the council's willingness to take over as Sole-Trustee. The Institute are currently working with AiRS to update their constitution and prepare documentation for transfer.
- Clerk reported that the letter to Wealden Enforcement has been drafted and is awaiting final approval before sending. Cllr Johnstone explained that the letter had been altered

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slightly following a meeting she had had with Stacey Robbins at the Wealden Parish Conference meeting.

Matters arising from the 21st June Parish Council Meeting:

- Clerk reported that all documentation had been sent to the External Auditors following completion of the Annual Governance Return for 2021-2022.
- Clerk reported that Cllr Martin had purchased the Speedwatch signage.
- Clerk reported that the replacement laptop for the Chair has been purchased.

2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END MAY 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 31st May 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 June 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 - June 22	£91.00
Rotherfield Sports Club	4340	302	Grounds Maintenance - June 22	£368.75
Teambase	4110	101	Whiteboards for General Use	£79.07
Cloudy Group	4110	101	RBS Rialtas Hosting - June 22	£69.60
Teambase	4100	101	Stationery - Clerk	£14.09
Teambase	4110	101	Stationery - Clerk	£11.94
Teambase	4110	101	Stationery - Clerk	£2.12
Mulberry & Co	4120	101	Internal (Final) Audit	£150.84
Rotherfield Village Hall	4125	101	Meeting Room Hire Invoice:3725	£13.20
Rotherfield Village Hall	4125	101	Meeting Room Hire Invoice:3729	£42.00
Rotherfield Village Hall	4125	101	Meeting Room Hire Invoice: 3724	£39.60
Unity Trust Bank	4110	101	Bank Charges - June 22	£6.80
Phil Ireland	4252	203	Street Sweeping - June 22	£517.00
Phil Ireland	4364	302	Litter Picking - June 22	£258.50

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Other payments

Beverley Johnstone	4112	101	Ukrainian Pals Reimbursement	£273.94
Signs of Style Ian Adams	4156	102	Annual Parish Meeting Posters	£235.00
Adam Hardy	4159	102	Street Party Sellotape	£6.98
Adam Hardy	4159	102	Table Roll for Jubilee	£34.27
Beverley Johnstone	4159	102	Flags& Bunting Jubilee	£52.92
Beverley Johnstone	4159	102	Jubilee Wine Upgrade	£110.60
Coppard Plant Hire LTD	4159	102	Jubilee Fencing Hire	£126.00
Wealden District Council	4256	203	Dog Bin Emptying - April - Jun 22	£468.00
Wealden District Council	4363	302	Dog Bin Emptying - April - Jun 22	£156.00
Satswana	4120	101	GDPR Service - Annual Renewal 22	£180.00
RSM	4155	102	Spring Newsletter 2022	£1,350.32
RSM	4159	102	Jubilee Printing Order of Service	£12.75
Airs	4105	101	Sole Trustees Training Course	£48.00
TN6 Electrical	4321	301	CCTV Reorganisation	£3,850.00
Crowborough Community First Responders	4258	203	Mark Cross AED Pads	£129.00
Andy Lakin-Hall	4380	303	Old Burial Ground Signs	£25.73
Rotherfield Bonfire Society	4159	102	Jubilee Fireworks Donation	£500.00
Adrian Martin	4341	302	Lights o/s Pre School Labour	£27.00
Adrian Martin	4341	302	Lights o/s Pre School Materials	£12.96
Adrian Martin	4341	302	Push Up Grass Bin - May 22	£36.00
Adrian Martin	4259	203	SID Maintenance May & June 22	£72.00
Adrian Martin	4209	201	Speedwatch Signage	£120.00
Adrian Martin	4209	201	Speedwatch Signage Postage	£28.56
Direct 365	4391	303	Excess Waste Charge - May 22	£39.34
Family Support Work	4150	101	Support Grant	£300.00
Tollwood Garden Services	4389	302	Court Meadow June 22 (1)	£34.00
Tollwood Garden Services	4381	303	Hornshurst Burial Ground June 22 (1)	£57.00
Tollwood Garden Services	4341	302	Village Hall & Rec June 22 (1)	£308.00
Tollwood Garden Services	4257	203	Highways Cuts June 22 (1)	£266.00
Tollwood Garden Services	4255	203	Strim near Railway Bridge June 22 (1)	£45.00
Tollwood Garden Services	4341	302	Children's Play Area June 22 (1)	£45.00
Tollwood Garden Services	4389	302	Court Meadow June 22 (2)	£34.00
Tollwood Garden Services	4341	302	Village Hall & Rec June 22 (2)	£34.00
Tollwood Garden Services	4381	303	Hornshurst Burial Ground June 22 (2)	£57.00
Tollwood Garden Services	4341	302	Village Hall & Rec June 22 (3)	£194.00
Tollwood Garden Services	4389	302	Court Meadow June 22 (3)	£34.00
Tollwood Garden Services	4380	303	St Denys' Burial Ground June 22	£320.00
Tollwood Garden Services	4389	302	Court Meadow June 22 (4)	£34.00
Tollwood Garden Services	4341	302	Children's Play Area June 22 (2)	£45.00
Tollwood Garden Services	4257	203	Strim Millennium Green MX June 22	£66.00

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Tollwood Garden Services	4250	203	St Cheron Twitten - June 22	£200.00
Tollwood Garden Services	4255	203	Old Railway Bridge Strim - June 22	£20.00
Tollwood Garden Services	4341	302	Children's Play Area June 22 (3)	£45.00
Tollwood Garden Services	4381	303	Hornshurst Burial Ground June 22 (3)	£57.00
Tollwood Garden Services	4341	302	Village Hall & Rec June 22 (4)	£308.00
Tollwood Garden Services	4257	203	Highways Cuts June 22 (2)	£221.00
Tollwood Garden Services	4257	203	Highways Cuts June 22 (3)	£90.00
Tollwood Garden Services	4255	203	Strim near Railway Bridge June 22 (2)	£45.00
Tollwood Garden Services	4389	302	Court Meadow June 22 (5)	£34.00
Tollwood Garden Services	4257	203	Highways Cuts June 22 (4)	£218.00
Tollwood Garden Services	4257	203	Strim Station Road - June 22	£15.00
The Computer Studio	4110	101	Replacement Laptop for Chair	£450.00
Will Clark	4257	203	Hedge & Verge Cutting	£240.00

Total **£11,711.37**

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

Zoom	4125	101	Zoom Subs - Clerk - June 22	£14.39
BT Business			CCTV Broadband - June 22	£11.94
Engraving Studios	4159	102	Jubilee Plaque Mark Cross	£23.95
Zoom	4125	101	Zoom Subs - Deputy Clerk - June 22	£14.39
Adobe Systems Software	4110	101	Adobe Pro - June 22	£19.97
Blossom & Bean	4110	101	Meeting Expenses	£5.60

£90.24

Unity Credits

Rotherfield Ukrainian Pals	1330	101	Donations - June 22	£83.80
Millineium Green	1322	302	Dog Bin Emptying Contribtion June 22	£65.00

£148.80

Surgery payments	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	Amount
Sussex Primary Care	4399	305	Surgery Costs - June 2022	£583.33
Insulation Services	4405	305	Emergency Door Repairs	£83.00
Tollwood Garden Services	4405	305	Surgery Hedge Cut	£30.00

£696.33

RECEIPTS FOR NOVEMBER 2021

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

Staff Costs - includes Tax, NI, pension and expenses

Total figure reported separately

£4,781.92

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

Clerk reported that no delegated spending decision had been made for this month.

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

The Clerk explained that this item would be a standing item on all Full Council meetings.

It was **RESOLVED** that members of the public, Clerk & Deputy Clerk be excluded from the meeting for discussion of this item.

It was **RESOLVED** to approve the recommendations of the Personnel Committee.

The Clerk & Deputy Clerk returned to the meeting.

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

i. Discuss the implications and future requirements for a specific Communications Committee for Rotherfield Parish Council.

Cllr Richardson expressed her concern at the decision taken at the Annual Meeting of the Parish Council not to reform the Communications & Social Media Committee. She raised the following points:

- No views were sought from the Chair of the committee before resolving not to reform.
- Major issues like this not reforming a committee should not be taken without thorough discussion at a meeting.
- Possible reorganisation of council committees was already in discussion and an item placed on the July Parish Council meeting to explore this further.
- The work of this committee will still need to take place and it may not be possible for it all to be covered by working groups.
- In the past parish projects had been overseen by this committee and the budget run through the Communications & Social Media Committee.
- In the future the communications committee could be needed for large project overviews with possible referendums.

Cllr Harris asked for the views of councillors and the following points were raised:

- Committee meetings were previously held six times a year and this was too many.
- Most of the work undertaken by this committee could be carried out by working parties reporting to full council.
- Standing down of this committee saved the council money in terms of clerking and meeting room hire.
- The committee could be reformed at any point perhaps with only four meetings a year.

It was **RESOLVED** that an item be added to the August agenda to discuss the potential reorganisation of council committees. **Clerk** to add item to the August Parish Council Meeting agenda.

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ii. **Discuss and resolve removal of Kissing Gate between Surgery and churchyard.**

Cllr Harris explained that there had been an increasing number of accessibility issues with this gate. When the gate had been removed for tree works and recent building works it had been much easier for residents to access the footpath to the village centre.

It was **RESOLVED** to remove the gate to a place of security within the churchyard.

iii. **Discuss and resolve alteration to installation of table tennis contract due to availability of Tennis Table Stock.**

Cllr Buck explained the issues with the supply of the Natura Table. Caloo had offered an alternative with a discount. The alternative is to wait until late August for the table that we required.

Cllr Martin suggested that whatever table was decided upon the council should still receive a discount as Caloo have been unable to provide the table in the timescale agreed upon.

It was **RESOLVED** to wait for Natura Table and that Caloo be asked to provide a discount due to the delay. **Clerk** to contact Caloo with the council's decision and request a discount.

iv. **Discuss possibility of lining and increased signage in Rotherfield Surgery Car Park.**

Cllr Harris reported that Rotherfield Surgery had been in contact to request some lines be painted in the car park to help regularise the parking situation. A quote has been requested from Damon Lines who did the work at Rotherfield Village Hall. As it has not arrived in time for this meeting the Chair asked for an item to be placed on the Highways, Lighting & Transport Committee agenda. **Deputy Clerk** to add item to the 19th July Highways, Lighting & Transport Committee meeting.

Cllr Johnstone suggested that this work should include a disabled bay. This was agreed by all and will form part of the quote request.

v. **Agree and resolve an increase in the combined spending limit for the corporate cards of £1500**

The Clerk outlined the reason for this request as during the recent Jubilee Celebrations spending on the corporate cards had been maxed out.

Cllr Hiles proposed that the limit be set at £2,000 with £1,000 being assigned to each of the corporate cards.

It was **RESOLVED** Cllr Hiles proposal be adopted. **Deputy Clerk** to write to Unity Trust Bank with the updated limit request.

vi. Consider grant application received from the Powder Mill Trust Nature Reserve.

An application form and supporting documentation had been circulated to councillors ahead of this meeting.

It was **RESOLVED** that the council make a grant of £200.00 to the Powder Mill Trust. **Clerk** to write to Powder Mill Trust and inform them of the council's decision.

The Clerk reported that the Bonfire Society Christmas Lunch Grant of £600.00 could be moved to the community engagement cost centre if councillors wished. It was **RESOLVED** to move the Bonfire Society Christmas Lunch Grant to community engagement. **Clerk** to update the accounts.

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

Clerk had circulated the request from the Sports Club ahead of the meeting. Councillors were concerned about how the £475.00 had been reached when an additional grant fund of £1,500.00 had already been given for this financial year.

It was agreed that a meeting should be set up with the Sports Club, Cllr Harris, Cllr Buck and Clerk to fully understand the funding request and how to manage this budget item in the future. **Clerk** to arrange meeting with the Sports club and councillors. **Clerk** to add item to July agenda to receive report and make a decision on additional pitch maintenance funding.

viii. Receive an update from communications with Sussex Police regarding Speedwatch and other speeding concerns.

It was agreed that as a member of Sussex Police was due to attend the Highways, Lighting & Transport Committee meeting on the 19th July this item should be discussed at that meeting. **Deputy Clerk** to add item to the Highways, Lighting & Transport Committee agenda.

ix. Discuss and resolve contribution towards the cost of new disabled ramp at Rotherfield Village Hall.

Cllr Harris reported that he and the Clerk had attended a meeting with the Chair of the Village Hall Management committee to explain the plan further. They had ascertained that ideally the Village Hall would like a 50% contribution from the council. There had been no further updates regarding the VAT from the suppliers.

It was **RESOLVED** that the Council contribute the sum of £3,000.00 towards the installation of the new ramp. **Clerk** to write to the Village Hall Management Committee confirming the decision of the council.

x. Discuss and consider recommendations from the MUGA Working Group including identifying potential funding sources.

Working Party Minutes had been circulated to all councillors ahead of the meeting containing the following recommendations:

- 1) A budget of £1,000 be agreed to produce necessary supporting documentation required for a formal planning application.
- 2) Once documentation is prepared a formal planning application will be submitted.
- 3) That the council agree to create an Earmarked Reserve of £25,000 for the MUGA project. £12,500 from EM Reserves & £12,500 from EM CIL Receipts.
- 4) That the Clerk be asked to make an official approach to Rotherfield Trust with plans and estimates of MUGA project for an indication of support.

Plans had been prepared and circulated to councillors in advance. Cllr Martin expressed concern regarding the planning budget and feared that costs might escalate if Wealden requested further documentation. Cllr Kember felt that the documentation required would not be vast as we are not applying for a change of use just for the surface development and erection of fencing.

Councillors also expressed concerns of how spoil was to be disposed – the area on the plans not being particularly clear. Cllr Wickenden reinforced his opinion that all the spoil should be taken off site for disposal rather than spread on site.

Cllr Martin suggested that an approach to the Rotherfield Trust be made as soon as possible as it is believed that there are other projects to which their funds have been earmarked. Cllr Harris said that in his experience the Rotherfield Trust would want full plans and an indication of Planning Permission before considering an application.

It was **RESOLVED** to agree a budget of £1,000 to produce necessary documentation to make a planning application. **Cllr Kember in conjunction with the Clerk** will coordinate the documentation and submit the planning application when ready. Cllr Martin abstained from voting on this motion and wished it recorded in the minutes.

It was **RESOLVED** to Earmark £25,000 of council funds to this project from the identified sources. **Clerk** to set up new Earmarked Reserve and transfer funds. Cllr Martin abstained from voting on this motion and wished it recorded in the minutes.

It was **RESOLVED** that once planning documentation had been prepared the Clerk would formally approach the Rotherfield Trust for an indication of their support for the project. **Clerk** to write to Rotherfield Trust.

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

The council noted the following committee meetings had taken place:

- 24th May 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 Johnstone & Cllr Richardson attended the Wealden Parish Conference; notes of the meeting had been circulated to all councillors.

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- Cllr Harris, Cllr Johnstone and the Clerk attended the June WI meeting to receive the gift made for Her Majesty the Queen, from the parish, on the occasion of her Platinum Jubilee. The Clerk wished to formally record the thanks of the council to the WI.
- Deputy Clerk attended the ESALC Clerk's Forum.
- Cllr Cahan & Cllr Richardson attended the Rotherfield Scout BBQ.

b) Clerk's updates and issues.

- Clerk informed councillors that he had booked himself and Cllr Johnstone onto an AiRS training course for Parish Council's acting as Sole Trustees of Village Halls.
- Clerk informed councillors that he had booked himself and Cllr Johnstone on a planning course to be run by ESALC.
- Clerk reported to councillors that new photo headshots will be taken at the August Parish Council meeting.
- Clerk reported that following receipt of all necessary documentation, he has authorised the use of the Forest School area for a Forest School Birthday Party on the 17th July 2022.

c) Items for next Parish Magazine column.

- Platinum Jubilee gift – Clerk to provide photos
- Local Authority services reminder.

7. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- Clerk reported that a letter had been received from a Hornshurst Road resident with concerns about lack of Disabled Bay parking. An item regarding this has been added to the next Highways, Lighting & Transport Committee agenda.

8. TO RECEIVE INSPECTION BOOK & REPORTS.

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

- | | |
|------------------------------|--|
| • 29 th May 2022 | Recreation Ground Inspection Report |
| • 11 th June 2022 | Playground Inspection Report |
| • 11 th June 2022 | Hornshurst Burial Ground Inspection Report |
| • 25 th June 2022 | Playground Inspection Report |
| • 25 th June 2022 | Hornshurst Burial Ground Inspection Report |
| • 26 th June 2022 | Old Burial Ground Inspection Report |
| • 30 th June 2022 | Recreation Ground inspection Report |

9. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- | | | |
|------------------------------|--|--------------------------------|
| • 5 th July 2022 | Recreation & Burial Committee | |
| • 12 th July 2022 | Planning & Building Committee | |
| • 19 th July 2022 | Highways, Lighting & Transport Committee | Mark Cross
Community Centre |
| • 28 th July 2022 | Parish Council Meeting | |

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

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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.

- Cllr Richardson asked that a letter of thanks be sent to the volunteers who assisted with Bloomin Rotherfield this year. **Clerk** to write to volunteers.
- Cllr Buck reiterated that care should be taken when liaising with residents regarding the disabled parking bay in Hornshurst Road.
- Cllr Buck reported that the Pre-School had fundraised to carry out renovations on the Pre-School building that would include a cover for the balcony outside area.
- Cllr Buck reported that she is about to undertake some work in her professional capacity with Wealden District Council. This work should not cause a conflict of interest but wished the council to be aware.
- Cllr Wickenden passed on thanks from the family of Peggy Halse-Adamson for her birthday card, a former councillor who has celebrated her 100th Birthday.
- Cllr Harris asked that Chairs of committees ensure they liaise with the Clerks over agenda items in good time before the publication date of agendas.
- Deputy Clerk reported that the plaque for the new Platinum Jubilee bench at Mark Cross had been received and was passed to the Mark Cross Community Centre for installation.

Chair declared the meeting closed at: **21:42**

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