



**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 29TH SEPTEMBER 2022 AT 19:30
IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL**

PRESENT

Cllr R Harris (Chair)	Cllr J Richardson	Cllr D Hiles
Cllr B Johnstone (Vice-Chair)	Cllr A Martin	Cllr J Kitchenham
Cllr G Watson-Smith	Cllr N Wickenden	Cllr L Henrick
Cllr L Buck		

COUNCILLORS ABSENT

None

ALSO PRESENT

Adam Hardy (Parish Clerk), Trevor Thorpe (Deputy Parish Clerk),
Cllr B Standley (East Sussex County Council), Cllr P Dixon (Wealden District Council)
& 3 members of the public.

1. 1 MINUTE SILENCE FOLLOWING THE DEATH OF HER MAJESTY QUEEN ELIZABETH II

The Chair also included Mr John Dolwin in the silence for his devotion to the village of Rotherfield.

2. TO RECEIVE THE FOLLOWING: -

a) Public forum.

None

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

Apologies for absence were received from: Cllr P Kember, Cllr P Beach & Cllr J Cahan.

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

Apologies also received from Cllr G Taylor (East Sussex County Council) & Cllr K Obbard (Wealden District 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 as he was to receive payment for contracting work done for the Council that appears on the payment run.

d) District and County Councillor reports.

Cllr B Standley (East Sussex County Council)

A report from Cllr Standley had been circulated ahead of the meeting.

- Cllr Standley reported that a new Highways Contractor had been appointed but he was not in a position to announce this yet. The contract will change in May 2023.
- Cllr Standley will assist the Council by chasing up the narrowing works that are due to take place at the Mark Cross junction.

Cllr P Dixon (Wealden District Council)

- Cllr Dixon reported that a retrospective planning application was now in progress for the demolition of the wall and the creation of a driveway at Sleepy Cottage in South Street Rotherfield. The Clerk confirmed that this would be considered at a meeting of the Full Council on Tuesday 4th October. Cllr Dixon reported that a heavy objection has been received from East Sussex Highways.
- Cllr Dixon reported that an application for three additional homes in Court Meadow Close had been withdrawn.
- Cllr Dixon confirmed that delicate enforcement negotiations were still taking place at Cottage Hill.
- Cllr Dixon reported that the Local Plan is still on hold due to uncertainty at national level following the appointment of a new administration.
- Cllr Dixon reported that there are around 550 guests from Ukraine in Wealden but some are now moving on. Cllr Johnstone praised the response of Wealden District Council in facilitating Ukrainian Refugees.

e) Minutes of the Parish Council meeting held on 25th August 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) Clerk's update on action items from previous meetings.

- Clerk reported that the transfer of £25,000.00 from the Santander Deposit to the Unity Current Account has been completed.
- Deputy Clerk has been liaising with the family of the late Peggy Halse-Adamson regarding a bench at the Rotherfield Recreation Ground and a photo in the Parish Council Committee Room.
- Clerk has completed the necessary paperwork to accept the Civility and Respect Pledge.
- Deputy Clerk has arranged the purchase of the new tables for the Scout Hut and these have been delivered. A thank you letter from the Scouts had also been received.
- Clerk reported that updated policies have been uploaded to the website.
- Deputy Clerk had ordered replacement parts for the Climbing Frame in the playground.

3. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF AUGUST 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 August 2022 for all of the Council's accounts.

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

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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 September 2022 to be added to Rialtas **All payments from Unity Trust account by online payment unless otherwise stated**

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 - Sep 22	£91.00
Rotherfield Sports Club	4340	302	Grounds Maintenance - Sep 22	£368.75
Cloudy Group Ltd	4110	101	RBS Rialtas Hosting - Sep 22	£76.56
BT Business Broadband	4409	203	CCTV Broadband - Sep 22	£39.95
Teambase	4110	101	Clerk - Stationery	£100.47
Teambase	4110	101	Deputy Clerk Stationery	£10.20
James Sweeny	4360	302	Allotment Rental - Oct 22	£500.00
Teambase	4110	101	Deputy Clerk Stationery	£10.77
Unity Trust Bank	4110	101	Bank CHQ Charges - Sep 22	£1.70
Unity Trust Bank	4110	101	Bank Transaction Charges - Sep 22	£36.15
Phil Ireland	4254	203	Street Sweeping - Sep 22	£381.83
Phil Ireland	4364	302	Litter Picking - Sep 22	£190.92
Tollwood	4381	303	Hornshurst Burial Ground (1)	£57.00
Tollwood	4389	302	Court Meadow Green Maint (1)	£34.00
Tollwood	4341	302	Children's Play Area (1)	£45.00
Tollwood	4341	302	Village Hall & Recreation Ground (1)	£194.00
Tollwood	4341	302	Village Hall & Recreation Ground (2)	£34.00
Tollwood	4393	303	Ashes Interment Plot 1510	£100.00
Tollwood	4389	302	Court Meadow Green Maint (2)	£34.00
Tollwood	4381	303	Hornshurst Burial Ground (2)	£381.50
Tollwood	4341	302	Village Hall & Recreation Ground (3)	£324.50
Tollwood	4257	203	Eridge Station Tidy (1)	£10.00
Tollwood	4381	303	Hornshurst Burial Ground (2)	£57.00
Tollwood	4389	302	Court Meadow Green Maint (3)	£34.00
Tollwood	4341	302	Children's Play Area (2)	£45.00
Tollwood	4393	303	Burial Fee - Plot Ap119	£150.00
Tollwood	4380	303	Old Burial Ground (1)	£320.00
Tollwood	4341	302	Village Hall & Recreation Ground (4)	£319.50
Tollwood	4389	302	Court Meadow Green Maint (4)	£34.00
Tollwood	4257	203	Highways Cuts (1)	£289.00
Tollwood	4255	203	Cut Grass at Old Railway Bridge	£45.00
Tollwood	4255	200	Baiden Close Works	£30.00
Tollwood	4393	303	Ashes Interment Plot AP120	£100.00
Tollwood	4257	203	Highways Cuts (2)	£200.00
Tollwood	4389	302	Court Meadow Green Maint (5)	£40.00
Tollwood	4389	302	Court Meadow Green Maint (6)	£34.00
Tollwood	4341	302	Children's Play Area (3)	£45.00
Tollwood	4381	303	Hornshurst Burial Ground (3)	£57.00
Tollwood	4341	302	Village Hall & Recreation Ground (5)	£114.50
Adrian Martin	4341	302	Recreation Bench Repair Lab	£45.00
Adrian Martin	4341	302	Recreation Bench Repair Parts	£14.40
Adrian Martin	4389	302	RBL Bench Lab	£27.00

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Adrian Martin	4389	302	RBL Bench Materials	£42.00
Adrian Martin	4341	302	Grass Bin - Aug 22	£36.00
Adrian Martin	4259	203	SID Aug 22	£36.00
Adrian Martin	4389	302	Court Meadow Sign Lab	£24.00
Adrian Martin	4389	302	Court Meadow Sign Materials	£13.80
Adrian Martin	4259	203	SID Eridge	£72.00
Adrian Martin	4388	302	Bollard	£24.00
Adrian Martin	4388	302	CCTV Bollard	£24.00
Adrian Martin	4388	302	CCTV Repair - Sept 22	£48.00
Adrian Martin	4388	302	CCTV Accident (1)	£24.00
Adrian Martin	4388	302	CCTV Accident (2)	£48.00
Adrian Martin	4259	203	SID Sep 22	£48.00
Total				£5,462.50

Other payments

Wealden District Council	4256	203	Dog Bin Emptying July-Sept	£468.00
Wealden District Council	4363	302	Dog Bin Emptying July-Sept	£156.00
Kirkhouse	4156	102	Scout Hut Tables	£572.60
ESALC	4105	101	Councillor Training - Aug 22	£240.00
Chris Croft	4367	302	Emergency Climbing Frame Repair	£45.00
TN6 Electrical	4388	302	CCTV Repair Callout	£100.00
Keith Driver SPORTS TURF CONTRACTOR	4343	302	Cricket Pitch Maintenance	£1,524.00
PKF Littlejohn LLP	4120	101	External Audit 2021/22	£720.00
Local Councils Update	4120	101	Subscription 2022	£100.00
Highgate Florist	4160	102	Rotherfield In Bloom 22	£1,014.00
SLCC	4105	101	Clerk CiLCA Training Registration	£410.00
Wickstead Leisure Ltd	4365	302	Climbing Frame Parts	£764.83
Wealden District Association of Local Councils	4120	101	Subscription 2022/2023	£32.00
Total				£6,146.43

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

Zoom Video Communications	4125	101	Zoom Subs - Clerk - Sep 22	£14.39
WHSmith	4110	101	Deputy Clerk Stamps	£32.64
Zoom Video Communications	4125	101	Zoom Subs - Dep Clerk - Sep 22	£14.39
Adobe Systems Software Ltd	4110	101	Adobe Pro - Sept 22	£19.97
				£81.39

Unity Credits

Santander			Internal Transfer	£25,000.00
HMRC VTR	115	999	VAT Return - 31st March 2021	£5,724.08
Wealden District Council	100	1076	Precept 2022/2023 - Part 2	£62,194.00
MacDonnell Family	1300	303	Memorial Plaque Fee J17	£50.00
Tester & Jones	1300	303	Ashes Interment Fee	£140.00
Rotherfield Millennium Green	1322	302	Dog Bin Fee July-Sep22	£32.50
				£93,140.58

Surgery payments

	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	Amount
Sussex Primary Care	4399	305	Surgery Costs - September 2022	£583.33
Ace Road Markings Ltd	4405	305	Surgery Car Park Lining	£570.00
Public Works Loan Board	4402	305	Loan Repayment - September 2022	£9,390.59
Tollwood Garden Services	4405	305	Hedge Cut & Weeding - Sep 22	£215.00
Adrian Martin	4405	305	Surgery Car Park Works	£99.00
Adrian Martin	4405	305	Surgery Leak	£84.00
				£10,941.92

RECEIPTS FOR SURGERY

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

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

- Urgent Drainage investigations and repairs following a leak at Rotherfield Surgery were authorised by Cllr Henrick & Cllr Harris.

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

i. Agree an increase in Home as Office Allowance for Council Officers.

It was **RESOLVED** to raise the Work from Home allowance for staff from £18.00 to £26.00. **Clerk** to implement change.

Cllr Richardson wished her disappointment to be noted that only three Councillors attended the Councillor training session, especially as this had been requested by Councillors.

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

i. Receive updates regarding Eridge Road parking project.

Clerk reported that he had contacted Tangent to confirm we wished to proceed with the Topographical Survey and Road Safety Audit. The topographical study will take place at 7:00am on Monday 3rd October, they have confirmed they can work around any parked vehicles. They will aim to be finished before the school run.

A further update will be provided at future meetings.

ii. Discuss and consider actions on flooding in the New Road/Horsegrove Lane area.

Communications received from residents regarding this matter had been circulated to Councillors ahead of the meeting.

Cllr Harris reported that the Council had met with a resident to discuss the issue. The Parish Council has no right to work on unadopted roads. It was agreed that the best possible solution was for the resident to contact East Sussex Highways and request that the kerb is raised outside their properties. This has been completed successfully for properties in Station Road and High Cross. **Cllr Beach** to inform resident.

The Council are bitterly disappointed that recently scheduled drainage works at the top of New Road could not take place as residents vehicles and parked cars prevented traffic control and access. This was despite cones, notices and doorstep leaflets being clearly displayed.

iii. Discuss and resolve the provision of 'Pass Wide & Slow' signage to support Horse Riders within the Parish.

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Communications received from residents regarding this matter had been circulated to Councillors ahead of the meeting.

Deputy Clerk reported that he had contacted East Sussex Highways about 'Pass Wide & Slow Signage'. They had offered the loan of some signage to be displayed for three months at specific sites.

Cllr Martin had investigated the purchase of some signs that could be attached to existing street furniture with the same message.

It was **RESOLVED** to proceed with both options. **Deputy Clerk** to confirm with East Sussex Highways that we will take up of the offer of some temporary signs. **Cllr Martin** to arrange purchase of ten signs to place on existing street furniture.

Clerk to add an item to the 27th October Parish Council Meeting to agree locations for the deployment of signs.

iv. Discuss and Resolve quotation for replacement of Christmas light strings.

Clerk reported that a quotation for replacing the light strings had been received from Ultralite.

It was **RESOLVED** to accept the quotation of £364.50 for the replacement of nine strings of lights. **Deputy Clerk** to contact Ultralite and confirm that we will be purchasing new light strings.

v. Consider measures for reducing street lighting energy costs due to an increase in energy pricing.

Correspondence from East Sussex County Council regarding this matter had been circulated to Councillors ahead of the meeting.

It was agreed that work was required to analyse the information received from County. It was **AGREED** that Cllr R Harris & Cllr L Henrick review the data from East Sussex County Council and report back to the 8th November 2022 Highways, Lighting & Transport Committee. **Deputy Clerk** to add an item to the 8th November 2022 Highways, Lighting & Transport Committee meeting.

vi. Consider and resolve the appointment of a temporary Parish Warden over the winter months.

It was **RESOLVED** that James Valentine would fill in over then winter months as Parish Warden.

Cllr Harris to contact James Valentine to discuss final arrangements and agree invoicing arrangements.

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vii. Discuss and resolve the duties and remuneration of the Parish Warden.

The Council discussed the duties and remuneration of the Parish Warden and no changes were currently required.

viii. Discuss and resolve arrangements for Remembrance Day, Remembrance Sunday, and the purchase of poppy wreaths.

It was agreed that four wreaths would be required. Cllr Wickenden suggested that larger wreaths were required than those from last year. **Deputy Clerk and Cllr Wickenden** to investigate and arrange purchase. **Clerk** will provide a cheque for payment.

It was **AGREED** that Cllrs Watson-Smith, Wickenden & Beach would lay wreaths at the Remembrance Sunday service. One other Councillor will be required.

ix. Consider and resolve support for Rotherfield Primary School Residential Trip.

Correspondence from the Headteacher of the Primary School had been circulated to Councillors ahead of this meeting.

It was **RESOLVED** to make a contribution of £2,000.00 towards those children who needed support to attend the residential trip. **Clerk** to reply to the Headteacher and arrange for payment.

x. Receive report regarding disabled access in Rotherfield Village.

Correspondence from a resident regarding this matter had been circulated to Councillors ahead of the meeting.

It was **RESOLVED** to consult the Millennium Green Committee regarding the removal of the wooden gate and stile to see if they are in agreement. **Clerk** to contact the Millennium Green Committee.

Deputy Clerk to contact Highways to ask where the official accessible routes are in the village centre.

Deputy Clerk to add an item to the 8th November Highways, Lighting & Transport Committee meeting for an update on this issue.

xi. Discuss and resolve the final decision on North Street Junction Reconfiguration in relation to Match Funding for 2023.

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A resident addressed the Council speaking against proceeding with the reconfiguration. It was **RESOLVED** not to proceed with the North Street Reconfiguration Project.

Clerk informed the Council that due to time constraints it was unlikely that the Council would now make a Match Funding application for 2023.

Cllr Buck wished it noted that the Council should use the history of this motion as a way to develop its community consultation process in the future.

xii. Receive report and update on traffic management measures for the A26 Boars Head and Eridge.

Cllr Johnstone advised the Council that a meeting with Ian Johnson from East Sussex County Council regarding this project was due to take place on Tuesday 4th October and representatives from Frant Parish Council had been invited. A further report would be made following this meeting.

xiii. To receive and note the External Auditor Report and Certificate 2021/22.

Copies of documents received from the External Auditor had been circulated to Councillors ahead of this meeting.

The Clerk presented the report. It was **RESOLVED** to note the contents of the report and thanked the Clerk for a successful audit.

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

Clerk reported that because of the death of her late Majesty Queen Elizabeth II no committee meetings have taken place since the last Council meeting.

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

a) Meetings attended on behalf of the Parish Council.

- Cllr Richardson attended the AGM of the Wealden Citizens Advice Bureau where the Council were thanked for their continuing support.
- Cllr Watson-Smith attended the Village Hall Committee meeting where concerns were raised that the new lining in the Recreation Ground Car Park was already wearing off. **Clerk** will investigate and report back to Council.
- Cllr Johnstone had asked for a site meeting with Niall Millman of Wealden District Council enforcement regarding several ongoing enforcement issues.
- Cllrs Wickenden, Beach & Harris had been Marshals for the Rotherfield & Mark Cross Carnival.
- Cllr Buck met with representatives of the Deer Park Café following the announcement of its closure. The Council expressed disappointment that a local business has had to close.

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- Deputy Clerk reported that he had attended the Clerk's Forum meeting and circulated notes to Councillors.

b) Clerk's updates and issues.

- Clerk reported that the Operation London Bridge Protocol had been implemented successfully following the death of Her Late Majesty Queen Elizabeth II. Clerk has sent the official letter of condolence to His Majesty the King. The Deputy Clerk has collected the Condolence Book and will deposit with Wealden District Council.
- Clerk reminded Councillors that the whole Council will be due for re-election in May 2023. Please could Councillors let the Clerk know if they are planning to stand for re-election or will be standing down. Clerk has been approached by one member of the public interested in standing for a seat.
- Clerk reported that the Memorial Institute transfer to Rotherfield Parish Council as Sole Trustee will be completed on 14th October 2022. The 4th October Planning & Building Committee meeting has been upgraded to a Full Council meeting to discuss this further.
- Clerk notified Council that he will attend the next Recreation & Burial Committee and Highways, Lighting & Transport Committee meeting where the budgets from 2023/2024 will be set.
- Clerk reported that he has started his CiLCA training and the invoice for the registration fee is on this payment run. Training will be invoiced separately. The Clerk has 12 months to complete the training from Tuesday 27th September 2022.
- Clerk reported that the next edition of the Parish Newsletter was due to be published in the first week of December. A deadline for the final draft has been requested of the 15th November. Cllr Richardson, Johnstone and the Clerk will meet to agree on layout and organise the information required.
- Clerk reported that a photographer would be attending the meeting on the 4th October to take new headshots of Councillors. Councillors can attend from 7:00pm so photos can be taken.

c) Items for next Parish Magazine column.

- Speeding Report
- Disabled Access Ramp Contribution

8. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- Local Council's Update
- Clerk & Council's Direct Magazine
- Letter from Tesco Bank Insurance regarding CCTV footage of an incident.

9. TO RECEIVE INSPECTION BOOK & REPORTS.

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

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- 23rd August 2022 Old Burial Ground Inspection Report
- 18th September 2022 Playground Inspection Report
- 18th September 2022 Hornshurst Burial Ground Inspection Report
- 26th September 2022 Playground Inspection Report
- 26th September 2022 Hornshurst Burial Ground Inspection Report
- 27th September 2022 Old Burial Ground Inspection Report
- 29th September 2022 Recreation Ground Inspection Report

10. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 4th October 2022 Parish Council Meeting
- 11th October 2022 Recreation & Burial Committee – including 2023/2024 budget setting.
- 25th October 2022 Planning & Building Committee meeting
- 27th October 2022 Parish Council Meeting
- 27th October 2022 Rotherfield Memorial Institute Trustees 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 Martin asked if a meeting had been arranged regarding the Pre-School Undercroft. Clerk reported that a date for the meeting was awaited from the Pre-School.
- Cllr Kitchenham reported that advertising had appeared on the bus shelters for a building company. It was agreed that these would be removed.
- Cllr Harris asked if the “speed awareness” poster opposite the school could be taken down as it had become rather damaged now. **Cllr Martin** to remove the sign.
- Cllr Johnstone raised the issue of Motorbike activity at Old Lodge Warren Farm. It was agreed that this was a neighbour issue and that neighbours should be encouraged to raise nuisance reports with Wealden District Council.
- Cllr Buck asked if we could replace the signage on the Recreation Ground with the correct email address. **Cllr Martin** to investigate which signs needed changes and to get a quote for replacements.

Chair declared the meeting closed at: **21:27**

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