



**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 24TH NOVEMBER 2022 AT 19:30
AT MARK CROSS COMMUNITY CENTRE**

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 Buck
Cllr P Beach	Cllr P Kember	

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),
Cllr K Obbard (Wealden District Council) & one member of the public.

1. TO RECEIVE THE FOLLOWING: -

a) Public forum.

A question was asked regarding what contingency planning the Council has in place in the event of a national power outage.

Clerk replied that the Council under the Civil Contingencies Act 2004 is a Category 2 responder and would take direction from East Sussex County Council, Wealden District Council, the Emergency Services, NHS, Public Health England and the Environment Agency. The Council is also briefed by the Sussex Resilience Forum.

The current dated contingency plan calls for the Parish Council to disseminate information to residents and this would be accomplished by working alongside Rotherfield St Martin and Parish PALS. The Clerk suggested that this policy could do with updating.

In research, the Clerk discovered that other Parish Councils are considering the purchase of their own diesel-powered generator for emergency use in their local community. Parishes are also requested to keep their policies in uniformity with their District Council policy.

It was **AGREED** that an item be placed on the January 2023 Parish Council meeting agenda to form a Working Party to update the emergency contingency plan for the parish.

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

Apologies for absence were received from Cllr L Henrick.

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

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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.

Cllr Martin declared an interest as he is down to receive remuneration as a contractor on the payment run for this meeting.

d) District and County Councillor reports.

Cllr B Standley (East Sussex County Council)

A report had been circulated to Councillors ahead of the meeting.

- Cllr Standley added that he was pleased that the recent government financial statement had included an increase in the budget for education.
- Cllr Standley reported that the recent bad weather had caused a large increase in highways problems and damage and that East Sussex Highways were getting to these as quickly as possible.
- Cllr Standley reported that it was not possible for a Parish Council to be pre-determined as they are not making any determinations.

Cllr P Dixon (Wealden District Council)

- Cllr Dixon reported that the Catts Hill appeal had been dismissed and the refusal on the grounds of development in the AONB had been upheld by the inspectorate.
- Cllr Dixon reported that the Sleepy Cottage retrospective application had been refused and that a requirement had been made to reinstate the boundary on the property. This might not necessarily be a wall in the same style but a picket fence like other neighbouring properties.

Cllr Harris asked what would happen if nothing was done at Sleepy Cottage to reinstate the boundary. Cllr Dixon replied that the residents must be given time to reply and if nothing occurred it would become an enforcement matter. The property would not be saleable in its current condition with this planning refusal and requirement for reinstatement against it.

- Cllr Dixon reported that the North Street Wall removal is still a live enforcement issue and discussions are still ongoing. It is likely that this will take some time.
- Cllr Dixon stated that the Cottage Hill Caravan issue has gone as far as it can for the time being and enforcement believe it is a temporary caravan being used for agricultural uses. Further evidence would be required to take this matter forward.
- Cllr Dixon reported that the new Local Plan is hopefully to be published early in the new year. Wealden would like the consultation phase to take place before entering Purdah. Cllr Johnstone asked if the housing numbers were known for the new Local Plan. Cllr Dixon was not aware if it did at this stage. Cllr Johnstone further asked if the new Local Plan would include a reference to the recently passed cross-party resolution on giving sewage management a higher profile when determining applications. Cllr Dixon said that the new Local Plan would include this.
- Cllr Dixon was pleased to report that all waste collections are now back up to full quota.

Cllr K Obbard (Wealden District Council)

A report had been circulated to Councillors ahead of the meeting.

- Cllr Obbard reported that a meeting with the chosen contractor for installing EV charging points had been set up and he would encourage a Councillor to attend.
- Cllr Obbard reported that he had done some research on the recently appealed Mornings Mill application and although limited information had been made available. Councillors and Officers have all learnt from this process. Applications can be hard to refuse when statutory consultees with supported technical specifications raise limited or no objections.

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More subjective objections such as harm to the AONB are easier to bring. The planning inspectorate will hear the appeal on the facts presented and make their decision accordingly. Cllr Harris thanked Cllr Obbard for reporting back to the Council.

e) Minutes of the Parish Council meeting held on 27th October 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 new Disciplinary Policy had been published on the Parish Council Website.
- Clerk reported that the meeting schedule for 2023 had been sent to Councillors and published on the website and in the parish newsletter.
- Clerk reported that he had contacted the successful company for the installation of the Surgery laminate flooring. A deposit of 50% has been paid and we await an installation date.
- Deputy Clerk reported that he had produced some additional no parking cards and these are now available for Councillors.

2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF OCTOBER 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 October 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 NOVEMBER 2022 to be added to Rialtas
All payments from Unity Trust account by online payment unless otherwise stated

Invoice/payer details	Ledger code	Regular Payments		Amount - VAT included where applicable
		Cost centre code	Ledger entry description - Max 30 characters	
Xtraspace (Go Cardless)	4110	101	Document storage - Nov 22	£91.00
Rotherfield Sports Club	4340	302	Grounds Maintenance - Nov 22	£368.75
BT Business Broadband	4409	302	CCTV Broadband - Nov 22	£39.95
Cloudy Group Ltd	4110	101	Rialtas Hosting - Nov 22	£76.56
Teambase	4110	101	Clerk Stationery (1)	£26.97
Mark Cross Community Centre	4125	101	Hall Hire - MCCC/183/RPC	£33.00
Rotherfield Village Hall	4125	101	Hall Hire - Invoice No: 3848	£48.00
Rotherfield Village Hall	4125	101	Hall Hire - Invoice No: 3849	£16.00
Teambase	4110	101	Clerk Stationery (2)	£6.54
Phil Ireland	4252	203	Street Sweeping - Nov 22 (1)	£169.17
Phil Ireland	4364	302	Litter Picking - Nov 22 (1)	£84.58

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Teambase	4110	101	Deputy Clerk Stationery (1)	£26.94
Adrian Martin	4389	302	Court Meadow Sign	£24.00
Adrian Martin	4388	302	CCTV Footage (1)	£24.00
Adrian Martin	4388	302	CCTV Footage (2)	£24.00
Adrian Martin	4205	201	Hall Hedge Cutting Supervision	£72.00
Adrian Martin	4388	302	CCTV Footage (3)	£24.00
Adrian Martin	4259	203	SID Oct 22	£48.00
Adrian Martin	4259	203	SID - New Site High Cross	£36.00
Adrian Martin	4388	302	CCTV Footage (4)	£24.00
Adrian Martin	4259	203	SID Nov 22	£48.00
Tollwood	4252	203	Street Sweeping - Nov 22 (2)	£110.00
Tollwood	4364	302	Litter Picking - Nov 22 (2)	£220.00
Tollwood	4341	302	Village Hall & Recreation Ground (1)	£99.00
Tollwood	4341	302	Pre School Gutters	£35.00
Tollwood	4341	302	Village Hall & Recreation Ground (2)	£120.00
Tollwood	4381	303	Hornshurst Burial Ground	£40.00
Tollwood	4380	303	Old Burial Ground	£30.00
Tollwood	4389	302	Court Meadow Green	£68.00
Tollwood	4341	302	Village Hall & Recreation Ground (3)	£25.00

Total £2,058.46

Other payments

TN6 Electrical			RMI - Electric Safety Inspection Grant	£1,070.00
Sussex Christmas Trees	4225	202	Christmas Trees for Lights	£1,563.00
Tangent Space	4205	201	New Car Parking Agent Fees	£528.00
Ian Wallace			RMI - Window Cleaning	£25.00
Mulberry and Co	4105	101	CiLCA Training Sessions	£365.00
Mark Cross Community Centre	4225	202	MCCC Power Donation	£20.00
Rotherfield Village Hall	4110	101	Replacement Clock for Hall	£12.88
TN6 Electrical			RMI - Electrical Safety Works	£1,375.00
William J Clark	4205	201	Flail Topping Cemetery & MX Green	£240.00
William J Clark	4257	203	Hedge Cutting Rec	£180.00
ESALC	4105	101	Planning Training	£48.00

Total £5,426.88

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

Zoom Video Communications	4125	101	Zoom Subs - Clerk - Nov 22	£14.39
Zoom Video Communications	4125	101	Zoom Subs - Deputy Clerk - Nov 22	£14.39
Adobe System Software Ltd	4110	101	Adobe Pro - Nov 22	£19.97
SLCC	4110	101	13th Ed Local Council Administration	£141.80
East Sussex Highways	4225	202	Christmas Lights Licence	£60.79

£251.34

Unity Credits

Halse Adamson	1300	303	Ashes Plot AP120	£440.00
Rotherfield WI	1330	101	RUP - Cheque Donation	£9.02
Paul Masson Funerals	1300	303	Ashes Plot A11	£250.00

£699.02

Surgery payments

	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	Amount
Sussex Primary Care	4399	305	Surgery Costs - November 2022	£583.33
Ian Sterling	4405	305	Toilet Door Repairs	£91.86
Adrian Martin	4405	305	Reinstate Surgery Floor	£24.00
Adrian Martin	4405	305	Floor Materials	£22.80
Tollwood	4405	305	Leaf Collection & Disposal	£100.00
Tollwood	4405	305	Gutter Clearance	£45.00

£866.99

RECEIPTS FOR NOVEMBER 2021

SPC (Barclays)	4398	305	Surgery Rent - November 2022	£2,688.33
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Staff Costs - includes Tax, NI, pension
and expenses

Total figure reported separately

£2,688.33

£5,154.77

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

None

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

- Cllr Richardson reported that the normal business of the personnel committee continues.
- The Clerk presented the NALC 2022-2023 National Salary Award Decision. The NALC paper had been circulated to Councillors ahead of the meeting. The Council **NOTED** the outcome of the report.

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

i. To discuss and consider Parish events for marking the Coronation of King Charles III on Saturday 6th May 2023

Clerk reported that other Councils appeared to be looking at live screenings of the Coronation, beacon lighting & fireworks displays. A bank holiday has been declared for Monday 8th May 2023.

It was **RESOLVED** that the council would consider the above options and set a budget of £1,000 for the 2023/2024 budget to support this. **Clerk** to write to the Bonfire Society and Church to explore the above options.

ii. Consider and resolve on 2nd half of annual Grant Payment to Rotherfield St Martin.

The Clerk reported that the original resolution called for the second payment of £500.00 to be made at this time with consideration to see if this could be increased.

It was **RESOLVED** to pay the remaining £500.00 of the grant. **Clerk** to set up payment on the December payment run.

iii. Discuss and resolve on support for a "Warm Space" to be run by Rotherfield St Martin at Rotherfield Memorial Institute.

A poster had been circulated to Councillors ahead of the meeting.

Clerk reported that due to the previous management committee of the Rotherfield Memorial Institute negotiating a five year favourable energy contract in 2021 the cost of this initiative would be minimal to the Council in it's role as Sole Trustee of the Institute.

It was **RESOLVED** to support Rotherfield St Martin with the establishment of a warm space. The Council asked if their logo could feature on the poster alongside Rotherfield St Martin. **Clerk** to write and inform Rotherfield St Martin.

iv. Discuss and consider a response to the Revised Parliamentary Constituency Proposals.

A document of the proposed boundary had been circulated to Councillors in advance of the meeting.

Cllr Kember asked to be reassured that the boundary commission review was an independent process and not to support an ailing government. Cllr Standley offered reassurance that the process was independent of the government and based on population statistics.

The Council **NOTED** the parliamentary constituency review but had no comments.

v. Discuss and consider plans for disabled access through the St Cheron Twitten including fencing and resurfacing.

Documentation relating to the fencing and resurfacing had been circulated to Councillors ahead of the meeting.

Clerk explained that a letter had been received from the Trustees of Rotherfield Millennium Green in response to our letter requesting permission to remove the kissing gate and stile on the St Cheron Twitten. They have no objection to removal of the kissing gate and stile but would request that the unfenced part of the Millennium Green bordering the Twitten then be fenced by the Council to prevent cyclists entering the Green. Cllr Martin suggested that it might be cheaper for the Council to explore the option of putting in a disability-friendly kissing gate that would allow wheelchair and mobility users to pass along the Twitten. **Clerk** to investigate and report back to Councillors. **Deputy Clerk** to add an item to the next Highways, Lighting & Transport Committee agenda.

Clerk explained that quotes had been circulated for the resurfacing of the twitten. Councillors felt that a further site meeting was required to look at the exact works so that the Council would not be required to resurface the Twitten again in five years. It was **AGREED** that Cllrs Harris, Wickenden and Kitchenham would hold a site meeting with contractors. **Deputy Clerk** to add an item to the next Highways, Lighting & Transport Committee for the Councillors to report back.

**vi. Consider and resolve a recommendation for the following planning application.
WD/2022/2593/F - The Granary, Mill Lane, Mark Cross, TN6 3PL**

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Single storey front extension to include alterations to existing front extension. *Amended Description and Amended Plans*

It was **RESOLVED** to recommend to Wealden District Council that this application be **APPROVED**. The Council had no further comments on the application.

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

- 8th November 2022 Highways, Lighting & Transport Committee
- 15th November 2022 Planning & Building Committee

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

a) Meetings attended on behalf of the Parish Council.

- Cllr Richardson reported she had attended a meeting of Rotherfield Twinning Association.
- Cllr Johnstone had attended the Eridge Stream meeting with representatives from other Councils and Local Government. A paper regarding this meeting had been circulated to Councillors.
- Cllr Johnstone reported that she had attended Frant Parish Council meeting and that they had agreed to jointly fund the speed data gathering on the A26. The Clerk of Frant Parish Council will contact the Clerk.
- Cllr Buck reported that she had attended the Uckfield Community Line meeting.
- Cllr Wickenden reported that he had attended a meeting regarding the tree at the bottom of New Road. It has now been classed as dangerous and will be felled. A road closure will be necessary to facilitate this.
- Cllr Richardson reported that she had attended planning training and notes on this had been circulated.

b) Clerk's updates and issues.

- Clerk reported that a meeting has been arranged at the Pre-School for the 5th December 2022. To discuss the undercroft and their extension plans.
- Clerk reported that the Rotherfield Memorial Institute Management Committee met on the 17th November the DRAFT minutes will be circulated to Councillors.
- Deputy Clerk has started arrangements for organising an SLR meeting.
- Clerk reported that an email had been received from the Church asking for a Councillor to read a Lesson at the Nine Lessons and Carols Service.
- Clerk reported that there had been no further communications regarding the finalisation of the lease for Rotherfield Surgery. The Council's solicitors are continuing to chase Sussex Primary Care solicitors.
- Deputy Clerk reported that everything was on course for the Christmas Light Switch on.
- Deputy Clerk reported that further information had been submitted to the Conservation Officer for the felling of the Red Cedar Tree in the Old Burial Ground. A response is awaited.

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- Clerk reported that a Co-Option is scheduled for the 15th December Parish Council meeting.
- Clerk reported that the Parish Newsletter is now in the final design phase and will be going out before Christmas.
- Clerk reported that despite Cllr Standley's note that a Parish Council could not be found pre-determined in planning matters, he would continue to urge Councillors to mirror the behaviour of Wealden District Council to avoid Councillors approaching recommendations with closed minds. Recent events of neighbouring Parish and Town Councillors would suggest this was best practice and continues to be the advice given by the National Association of Local Councils.
- Deputy Clerk reported that the Smith & Fermor Charity accounts had been finalised and a report would be circulated to Councillors.

c) Items for the next Parish Magazine column.

- Cllr Buck will write a report on being a Councillor.
- SID Statistics
- Cllr Johnstone will write a report on the recent Eridge Stream meeting.

7. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- Letter from King Charles III
- Local Councils Update – November 2022
- Civility & Respect Certificate – logo to be added to Council's letterhead.

8. TO RECEIVE INSPECTION BOOK & REPORTS.

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

- 23rd November 2022 Recreation Ground Inspection Report

It was **RESOLVED** that from January 2023 Cllr Buck would take over the playground inspection and Cllr Harris would take over the Hornshurst Burial Ground Inspection. **Clerk** to demonstrate digital inspection report form to Cllr Harris.

9. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 6th December 2022 Planning & Building Committee (7:30pm)
- 6th December 2022 Finance & General Purposes Committee (8:15pm)
- 15th December 2022 Parish Council Meeting
- 20th December 2022 Planning & Building Committee

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

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

- Cllr Martin reported that the police had attended a recent SpeedWatch session. They noted that the speed gun issued to the Council was one which is temporarily on loan and it might be necessary to purchase one in the next financial year. Clerk reported that such an eventuality had been budgeted for but purchase would require a resolution of Council.

Cllr Martin further reported that the police had agreed to provide the SpeedWatch group with a body camera and more official signage for the project.

Chair declared the meeting closed at: **21:26**

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