



**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 27TH OCTOBER 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 P Beach	Cllr P Kember	

COUNCILLORS ABSENT

ALSO PRESENT

Adam Hardy (Parish Clerk), Trevor Thorpe (Deputy Parish Clerk),
Cllr B Standley (East Sussex County Council), & Cllr K Obbard (Wealden District Council)
& 2 members of the public.

1. TO RECEIVE THE FOLLOWING: -

a) Public forum.

None

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

Apologies for absence were received from: Cllr L Buck

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

Apologies had also been received from Cllr P Dixon (Wealden District Council).

c) Declarations of personal, prejudicial, and disclosable pecuniary interests on items on the agenda, and updates to members' register of interests.

None

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 asked if residents could be reminded of the danger of placing batteries into general waste. **Clerk** to raise on social media.
- Cllr Henrick wished to register her disappointment at the 15 ½ mile diversion that had been put in place for a 5m road closure on Mayfield Road. It was understood that East Sussex

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

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

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** @rotherfieldpc and on Facebook

Highways imposed this diversion. Businesses had occurred significant losses as a result. Cllr Standley agreed to follow this up.

Cllr K Obbard (Wealden District Council)

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

- Cllr Obbard reported that Wealden District Council had a feature on their website where residents could check rubbish to see if it can be recycled. Wealden currently recycles 50% of its waste but is making efforts to raise this.
- Cllr Obbard reported that with Autumn approaching mass leaf falls will take place. These can be reported to Street Scene for road sweeping attention.
- Clerk asked Cllr Obbard if he had received copies of correspondence from a resident regarding the Good Things Brewery rebuilding application. Cllr Obbard has been reassured that the original conditions placed on the property will also be placed on any approved rebuild.
- Cllr Kember enquired about electric car charging parking, he was pleased to see that Wealden is moving forward on this. He asked how long before Rotherfield Parish would appear on the list. Cllr Obbard replied that the conditions for installation were quite specific, particularly in relation to a connection to the power grid. He will enquire when Rotherfield Parish might expect to be included. Cllr Beach asked if there would be any overstay charges in place for those who park and leave their vehicle connected all night when it only requires 2-3 hours to charge. Cllr Obbard said this should be considered and will feed it back to the project coordinator.

e) Minutes of the Parish Council meeting held on 29th September 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) Minutes of the Parish Council meeting held on 4th 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.

g) Clerk's update on action items from previous meetings.

- Clerk reported that the new Work from Home Allowance had been paid to the Clerk & Deputy Clerk from September onwards.
- Clerk reported that the Road Safety Audit and Topographical Survey for the Eridge Road Parking project have been undertaken and we await the report.
- Clerk reported that wreaths for Remembrance Day & Remembrance Sunday had been purchased and a cheque is ready for signing.
- Clerk had notified Rotherfield Primary School of the agreed contribution towards children who need assistance to attend the Year 6 residential trip.
- Clerk reported that he had contacted the Millennium Green Committee regarding the removal of the gate and stile but had received no response. Deputy Clerk has made inquiries with East Sussex regarding an "Official Disabled Access Route" but they have no records.
- Clerk reported that he had investigated the lines in Rotherfield Car Park and where there has been erosion the contractor will call in and refresh them.
- Clerk reported that the Moons Yard Residents have agreed to pay for 100% of the costs of felling the Red Cedar Tree in the Old Burial Ground. The Clerk has begun the process for applying to the Conservation Officer for approval. Cllr Richardson wished to note her disappointment that we had alienated residents over this and appeared to have made contradictory decisions.

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

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

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** @rotherfieldpc and on Facebook

- Deputy Clerk – reported that all was in hand for the installation of the Christmas lights and all paperwork had been submitted for the required licences. Due to the rising cost of energy, it was proposed that a contribution towards the cost of the lights to the properties that power them be made. It was **RESOLVED** that a contribution be made to property owners if requested. **Deputy Clerk** to write to the three properties concerned.

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 30th September 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 August 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 - Oct 22	£91.00
Rotherfield Sports Club	4340	302	Grounds Maintenance - Oct 22	£368.75
Cloudy Group Ltd	4110	101	RBS Rialtas Hosting - Oct 22	£76.56
KPS	4393	303	Gravedigging Plot M21	£580.50
Rotherfield Village Hall	4125	101	RVH Bookings Invoice: 3799	£48.00
Rotherfield Village Hall	4125	101	RVH Bookings Invoice: 3805	£16.00
Rotherfield Village Hall	4125	101	RVH Bookings Invoice: 3821	£16.00
Rotherfield Village Hall	4125	101	RVH Bookings Invoice: 3822	£16.00
Teambase	4110	101	Stationery Deputy Clerk (1)	£12.00
Teambase	4110	101	Stationery Deputy Clerk (2)	£25.16
Direct 365	4391	303	Cemetery Bin Renewal - 22/23	£434.69
Direct 365	4391	303	Excess Waste Charges	£21.38
Phil Ireland	4352	203	Street Sweeping - Oct 22	£263.14
Phil Ireland	4364	302	Litter Picking - Oct 22	£131.98
BT Business Broadband	4409	302	CCTV Broadband - Oct 22	£39.95
Tollwood	4389	302	Court Meadow Green Maint (1)	£34.00
Tollwood	4341	302	Village Hall & Recreation Ground (1)	£479.50
Tollwood	4380	303	Old Burial Ground (1)	£320.00
Tollwood	4255	203	Eridge Station Triangle Cut	£50.00
Tollwood	4380	303	Old Burial Ground (2)	£320.00
Tollwood	4255	203	Hornshurst Steps	£60.00
			Total	£3,404.61
Other payments				
Mulberry & Co	4120	101	Internal Interim Audit	£189.00
TN6 Electrical	4388	302	CCTV Reconnection	£100.00
Rotherfield Ukrainian Pals	4112	101	Ukrainian PALS Reimbursement	£213.99

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

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

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** @rotherfieldpc and on Facebook

The Computer Studio	4110	101	Clerk PC Repairs	£60.00
Boundaries Partnering	4205	201	Topographical Survey	£780.00
Rotherfield Primary School	4150	101	Residential Trip Contribution	£2,000.00
Rotherfield Primary School	4112	101	Ukrainian PALS Reimbursement	£370.00
Chris Croft	4362	302	Climbing Frame Repairs	£112.50
Wealdlink	4394	203	Bus Support Grant	£1,500.00
Peter Mannington	4343	302	Verti-Drain Pitches Work	£960.00
Elite Turf Solutions	4343	302	Recreation Ground Soil Conditioner	£1,074.00
Total				£7,359.49

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

Zoom Video Communications	4125	101	Zoom Subs - Clerk - Oct 22	£14.39
Zoom Video Communications	4125	101	Zoom Subs - Deputy Clerk - Oct 22	£14.39
Adobe System Software Ltd	4110	101	Adobe Pro - Oct 22	£19.97
				£48.75

Unity Credits

Tester & Jones	1300	303	Burial Fees AP092 & OBG1510	£490.00
D Tompsett	1300	303	Burial Fees AP119	£495.00
Rotherfield Cricket Club	1326	302	Cricket Pitch Works	£1,270.00
Ukrainian PALS Donation	1330	101	Cash Donation	£31.85
Rotherfield Football Club	1326	302	Verti-Drain Pitches Work	£400.00
Tester & Jones	1300	303	Burial Fees M35 & M21	£1,033.75
Rotherfield Football Club	1326	302	Autumn Pitch Works	£895.00
				£4,615.60

Surgery payments	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	Amount
Sussex Primary Care	4399	305	Surgery Costs - October 2022	£583.33
MPH Metcalfe Plumbing and Heating	4405	305	Plumbing Repairs to Toilets	£334.15
				£917.48

RECEIPTS FOR NOVEMBER 2021

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

Staff Costs - includes Tax, NI,
pension and expenses

Total - figure reported separately

£3,998.72

Clerk raised concerns about the excess waste charges being levied against the bin at the Village Hall, it was suggested that perhaps hall users were putting rubbish in the bin. It was agreed that notices would be placed on each bin. **Clerk** to raise with the Village Hall Committee.

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

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

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** @rotherfieldpc and on Facebook

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

None

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

- To receive and adopt the new Rotherfield Parish Council Disciplinary Policy combining the Performance Improvement & Disciplinary policies codifying the appraisal process. It was **RESOLVED** to adopt the policy. **Clerk** to publish the new policy on the Council website.

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

i. To receive an update presentation from the Rotherfield Protection Group.

Two members of the public addressed the Council making the following points:

- The Rotherfield Protection Group has reformed as a campaign group against inappropriate development in the Village of Rotherfield. Developments that are built within and affect the Area of Outstanding National Beauty are the Group's main focus.
- The Rotherfield Protection Group had worked to raise funds to instruct planning advisers.
- The Group recently campaigned against the Glebe Field application and expressed thanks to the Council for making a recommendation of refusal. We await notice of appeal.
- The Group stand ready to work on opposition to the Court Meadow Farm application which developers briefed the council on at a public meeting.
- The Group's aims for the future include:
 - Staying alert for inappropriate development within the village of Rotherfield.
 - Understanding what the people of Rotherfield want regarding future development of the village.
 - Encourage dialogue between the Rotherfield Protection Group and Rotherfield Parish Council.

Cllr Harris agreed that the refusal of Planning Permission on the Glebe Field was a successful outcome.

The discussion of this item spread over into item ii.

ii. To update the Council on the role of the Parish Council in the Wealden Council's Overdevelopment Group.

Cllr Martin reported that nearly all Parish & Town Councils had joined and that the group had two main aims.

- Lobby for changes in planning policy including the local development plan and the number of housing units required. A key issue is that housing numbers are calculated using old population data and that up-to-date figures are needed to ensure housing is delivered where it is most needed.
- The group has now got the ability to assist parish councils with providing detailed and legitimate planning objections to assist with their recommendations.

Cllr Kember said that developments need to justify that they are sustainable as set out in the agreement of COP26. This does not currently form part of planning legislation so Planning Officers do not take this into account when making their recommendations. He reiterated that drainage should now be something that is given higher priority when determining or making recommendations on any planning application.

Cllr Johnstone said that we needed to know as a Council on what grounds Wealden District Council's refusal to approve applications had been rejected on appeal so that we could learn from that for our own planning decisions. Cllr Standley reported that in each case WDC Councillors had acted against the recommendations of their officers. Cllr Obbard offered to provide detailed feedback on the appeals if Councillors would like them.

Cllr Standley addressed the council and public stating that it is planned that the draft new Local Plan will be published at the end of this year or in early January. The new Local Plan will go out for consultation to Parish Councils. He reminded Councillors that when appeals are determined by the Planning Inspectorate, they are working from the documentation including revised plans and schemes that have been submitted to address objections raised by the public and consultees.

Cllr Standley emphasised the importance of commenting on the new Local Plan draft and engaging thoroughly with the consultation process.

Cllr Harris agreed to share what details he had on the operation of the group with the Rotherfield Protection Group.

The Council agreed that it would be good to work more closely within limits to protect Rotherfield from inappropriate development. The best way to do this would be to look at the Council's own planning approach but not to develop a neighbourhood plan. The Clerk advised that it would be better to focus on planning approach rather than specific applications which councillors are required to approach with an "open mind" as per the Town and Country Planning Act 1990.

It was **RESOLVED** to have a further discussion about planning approach at a Planning & Building Committee in early January. It is hoped this would take place after the receipt of the draft new Local Plan. **Clerk** to add item to an agenda once the new Local Plan draft has been received.

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

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

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** @rotherfieldpc and on Facebook

The Chair thanked the members of the Rotherfield Protection Group for attending.

iii. To discuss and resolve the location for the placement of 'Pass Wide & Slow Signs'.

Cllr Martin reported that he had ordered twenty signs and arranged for the Clerk to be invoiced. The following suggestions had been received for the location of Pass Wide & Slow Signs:

- Rotherfield Village end of Eridge Lane
- Sham Farm Road
- Danegate Triangle
- Redgate Mill Crossroads
- Spout Hill
- Catts Hill (Padfield Close end)
- Town Row Bridge
- Yew Tree Lane
- Treblers Road

It was **RESOLVED** that Adrian Martin would be asked to install signs in these locations.

iv. Receive update regarding A26 speed reduction measures.

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

Cllr Johnstone reported that she and Cllr Kitchenham had attended the meeting of Frant Parish Council where the first stage of this project was discussed. Frant Parish Council were understanding of the need for speed measures on the A26 but did emphasise that they have another large project in the works on the A267. Cllr Kitchenham emphasised that Frant Parish Council did seem cautious on taking on another large project but were willing to engage in the first stage of data gathering.

It was agreed that both Councils would not commission the data gathering until the full cost of the exercise was known. Cllr Johnstone has written to Ian Johnstone to chase the cost.

The Clerk fed back on other approaches being taken.

Sharm Farm Junction Cutting -

- This job had been raised with the Council's usual highways cut contractor.

Tidying of reserves -

- The Deputy Clerk has written to East Sussex Highways requesting this work be undertaken as suggested by Ian Johnson during his recent site visit.

Bus Stop Works -

- It has been suggested that the Council put a concrete slab at the base of the bus stop on the A26. **Deputy Clerk** to contact East Sussex Highways and confirm the requirements for contractors working in the area before getting quotes for the work.

Station Signage –

- Ian Johnson had agreed at the site visit to arrange for more signage for Eridge Station. Cllr Johnstone will remind Ian Johnson of his agreement to arrange this.

v. Consider and agree meeting schedule for Council and Committee meetings in 2023.

A DRAFT meeting schedule had been circulated to Councillors ahead of the meeting.

It was **RESOLVED** to adopt the meeting schedule for 2023. **Clerk** to update website and publish in the newsletter. Finalised copies will also be sent to Councillors.

vi. Receive and note Internal Audit Interim Report for 2022/2023.

A copy of the Interim Report had been circulated to Councillors ahead of the meeting.

The Council noted the contents of the Interim Audit.

vii. Receive and agree actions relating to dangerous trees in Town Row identified by the Tree Warden.

Cllr Wickenden reported that Wealden District Council had been and inspected the tree at the bottom of New Road for a second time but no feedback had been received. There are also other dangerous trees in the area requiring inspection or attention from land owners. It was agreed that Cllr Wickenden would liaise with the Deputy Clerk to move this forward. **Deputy Clerk** to meet with Cllr Wickenden.

viii. Receive quotations and action flooring repairs at Rotherfield Surgery.

A quotation had been received and had been made available to Councillors ahead of the meeting. Cllr Martin reported that although other companies had been approached only one quotation had been received from Affordable Flooring Solutions.

It was **RESOLVED** to proceed with the quote for Laminate flooring at a total of £1150.00. **Clerk** to contact Affordable Flooring Solutions and accept the quotation.

ix. To note the official transfer of the Rotherfield Memorial Institute to Rotherfield Parish Council as Sole Trustee.

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

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

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** @rotherfieldpc and on Facebook

Clerk reported that the transfer of the Charity to the Council as Sole Trustee was now complete, and Councillors must now fulfil their duty under the Charity Act 2011 and Local Government Act 1972 and administer the Charity as per the governing document and charitable aim:

"The provision and maintenance of a village hall for the use of the inhabitants of the parish of Rotherfield without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants."

Cllr Kember asked for the issue of liability to be clarified. The Clerk reported that the Council is the Trustee as a Local Government Corporate Entity and the liability rests with the Council and not individual Councillors.

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

- 11th October Recreation & Burial Committee
- 25th October Planning & Building Committee

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

a) Meetings attended on behalf of the Parish Council.

- Cllr Johnstone & Cllr Kitchenham had attended a meeting of Frant Parish Council.
- Cllr Beach had attend a meeting to arrange the new waste contract starting with the Village Hall.
- Cllr Harris attended the final Memorial Institute Trustee meeting before the trusteeship transferred to the Council.

b) Clerk's updates and issues.

- Clerk reported that the deadline for the newsletter is fast approaching and text is required from:
 - Chair of the Council
 - Chair of Recreation & Burial Committee
 - Chair of Highways, Lighting & Transport Committee
 - Cllr Beach as Co-Chair of the Institute Management Committee

c) Items for the next Parish Magazine column.

- Memorial Institute Update
- The expectation for the December Parish Newsletter
- Surgery Flooring Repairs

7. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

Clerk: Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU
Tel: 07969512099. Email: Clerk@rotherfieldparishcouncil.co.uk
Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** @rotherfieldpc and on Facebook

- Local Councils Update – October
- Thank You Letter from Rotherfield Primary School

8. TO RECEIVE INSPECTION BOOK & REPORTS.

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

- June 2022 – September 2022 Mark Cross Millennium Green Inspection Report
- 11th October 2022 Hornshurst Burial Ground Inspection Report
- 11th October 2022 Playground Inspection Report
- 22nd October 2022 Hornshurst Burial Ground Inspection Report
- 22nd October 2022 Playground Inspection Report
- 24th October 2022 Old Burial Ground Inspection Report

9. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 8th November 2022 Highway's Lighting & Transport Committee – including 2023/2024 budget setting.
- 15th November 2022 Planning & Building Committee
- 17th November 2022 Rotherfield Memorial Institute Management Committee – at Rotherfield Memorial Institute
- 24th November 2022 Parish Council – at Mark Cross Community Centre

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 asked about the Pre-School undercroft meeting. The Clerk replied that the meeting was due to take place earlier in the month but had to be postponed by the Head of the Pre-School. As Cllr Buck wishes to attend, a date will be arranged when she returns.
- Cllr Martin reported that he had assessed all the signs in the Recreation Ground with the old email address. It was suggested that a strip be placed over the old email address rather than replacing the signs. It was **RESOLVED** to proceed with purchasing the self-adhesive strips.
- Cllr Martin reminded the Councillors that no volunteers had come forward to assist with SID. It was agreed that a fresh approach would be made following the May 2023 elections.
- Cllr Martin asked for assistance with footing a ladder whilst a camera is adjusted. Cllr Harris agreed to assist Cllr Martin.
- Cllr Hiles reminded Councillors that whilst the Rotherfield Protection Group do great work and we should liaise with them on planning policy, we should bear in mind that in numbers they only represent a small percentage of the parish.
- Cllr Kember informed Councillors that in his experience neighbourhood plans are expensive and lengthy to produce. It would be more sensible to make full use of the consultation phase of the Local P00000000lan.

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

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

Parish Council Website: www.rotherfieldparishcouncil.co.uk **Twitter** @rotherfieldpc and on Facebook

- Deputy Clerk reported that communications had been received regarding streetlight repairs in Hornshurst Road and he hoped that this work would be completed soon. He will keep Councillors informed.
- Deputy Clerk reported that he had received a communication from a resident regarding an unreliable light at the junction of Sherriff's Lane. This is a location where school buses call. ESCC reported that the post is scheduled for repair but there have been delays in receiving components. It may prove necessary ultimately to replace the whole unit. If this was the case consideration would be given to siting it opposite the junction to provide better illumination.
- Deputy Clerk reported that the waste bin in the Old Burial Ground had not been emptied. It had been resolved in a previous meeting that this would be added to the street sweeper's duties. **Deputy Clerk** to inform the contractor.

Chair declared the meeting closed at: **21:24**

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