



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 15TH DECEMBER 2022 AT 19:30 IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL

PRESENT

Cllr R Harris (Chair)
Cllr B Johnstone (Vice-Chair)
Cllr L Buck

Cllr J Richardson
Cllr A Martin
Cllr N Wickenden

Cllr D Hiles
Cllr J Kitchenham
Cllr P Kember

COUNCILLORS ABSENT

None

ALSO PRESENT

Adam Hardy (Parish Clerk), Trevor Thorpe (Deputy Parish Clerk),
Cllr P Dixon (Wealden District Council) & 3 Candidates for co-option

1. TO RECEIVE THE FOLLOWING: -

a) Public forum.

None

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

Apologies for absence were received from: Cllr G Watson-Smith

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

Apologies had also been received from Cllr K Obbard (Wealden District Council) and 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.

It was **RESOLVED** and understood by Councillors that Section 10 (2) c (vi) of the Parish Council's Code of Conduct provides dispensation regarding Councillors setting council tax or a precept under the Local Government Finance Act 1992.

d) District and County Councillor reports.

Cllr P Dixon (Wealden District Council)

- Cllr Dixon reported that the New Local Plan will not go out for consultation now before Purdah. Wealden had been awaiting decisions and guidance from central government that have only just been published.

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

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- Cllr Dixon added that the new guidance from central government also reflected the requirement for the Planning Inspectorate to be more open to the views of the local authority. It is hoped that the inspectorate will take a more flexible approach to planning appeals.
- Cllr Dixon reported that planning applications are still coming in at a steady pace.
- Cllr Kember asked if Wealden now had enough non-actioned planning consents to meet its five year supply. Cllr Dixon replied yes but only if they are built out. Cllr Johnstone was pleased to read that the Secretary of State for the Department for Levelling Up and Housing & Communities planned to be tough on developers and require them to build out.
- Cllr Dixon reported that, unfortunately, bin collections missed due to the recent snow and ice would not be caught up with and would have to wait until the next collection date.

e) Minutes of the Parish Council meeting held on 24th November 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 he had placed an item on the 26th January 2023 Parish Council Meeting agenda to look at Emergency Contingency Planning for the Parish.
- Clerk reported that he had written to the Church and Bonfire Society to explore options for marking the Coronation of King Charles III. Communications had since been received informing local authorities that Beacon Lighting will not form part of the celebration as it is considered too close to the Platinum Jubilee Beacon Lighting that took place for Her Late Majesty Queen Elizabeth II.
- Clerk has added the second instalment of Rotherfield St Martins' grant to the payment run for this meeting.
- Clerk reported that the Warm Space at Rotherfield Memorial Hall is now up and running with the Council logo on the advertising.
- Clerk reported that his investigations into disability-friendly kissing gates is still underway.

2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF NOVEMBER 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 November 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 December 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 - Dec 22	£91.00
Rotherfield Sports Club	4340	302	Grounds Maintenance - Dec 22	£368.75
BT Business Broadband	4409	302	CCTV Broadband - Dec 22	£39.95

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Cloudy Group Ltd	4110	101	Rialtas Hosting - Dec 22	£76.56
Veolia	4391	101	Village Hall Bin	£29.28
Rotherfield Village Hall	4125	101	Hall Hire - Invoice 3879	£32.00
Rotherfield Village Hall	4125	101	Hall Hire - Invoice 3895	£12.00
Rotherfield Village Hall	4125	101	Hall Hire - Invoice 3896	£12.00
Teambase	4110	101	Clerk Stationery (1)	£101.45
Teambase	4110	101	Clerk Stationery (2)	£25.55
Total				£788.54

Other payments

Rotherfield Ukrainian Pals	4112	101	Kings Arms Christmas	£310.00
Rotherfield St Martin	4150	101	2nd Grant Instalment	£500.00
StandBy Fire Protection	4113	101	RMI Fire Extinguishers (1)	£52.14
StandBy Fire Protection	4113	101	RMI Fire Extinguishers (2)	£153.02
T C Woodgate	4343	302	Football Club Trees	£420.00
Omni Recycling	4113	101	RMI Skip	£444.00
T C Woodgate	4341	302	Recreation Ground Tree Works	£1,020.00
Direct 365	4391	303	Excess Waste Charges	£6.34
Wealden District Council	4256	203	Dog Bin Emptying Oct - Dec	£468.00
Wealden District Council	4363	302	Dog Bin Emptying Oct - Dec	£156.00
East Sussex Highways	4221	202	New LED lantern on column 93	£879.70
Tollwood	4255	203	Road Grit & Salt Reimbursement (1)	£86.40
Tollwood	4255	203	Road Grit & Salt Reimbursement (2)	£335.52
Total				£4,831.12

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

Zoom Video Communications	4125	101	Zoom Subs - Clerk - Dec 22	£14.39
Zoom Video Communications	4125	101	Zoom Subs - Deputy Clerk - Dec 22	£14.39
				£28.78

Unity Credits

Tester & Jones Funeral Services	1300	303	Curwen Plaque	£60.00
Rotherfield Village Hall	1323	101	Village Hall Bin - Dec 22	£29.28
				£89.28

Surgery payments	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	Amount
Sussex Primary Care	4399	305	Surgery Costs - January 2022	£583.33
				£583.33

SURGERY RECEIPTS FOR DECEMBER 2021

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

Staff Costs - includes Tax, NI,
pension and expenses

Total figure reported separately

£3,632.68

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

- Clerk reported that he had agreed to the purchase of additional grit/salt for pavements and car parks across the parish. Two transactions totalling - £421.92.

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

None

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

i. Co-option of candidates to fill Casual Vacancies in the Rotherfield Ward.

Clerk reported that three applications had been received and circulated to Councillors ahead of the meeting.

Three candidates for co-option were in attendance and the Council had three casual vacancies to be filled. The following candidates addressed the meeting:

- Paul Snelling
- Paul Turner
- Jeremy Fryatt

It was **RESOLVED** to co-opt Paul Snelling to the Council to represent Rotherfield Ward.
It was **RESOLVED** to co-opt Paul Turner to the Council to represent Rotherfield Ward.
It was **RESOLVED** to co-opt Jeremy Fryatt to the Council to represent Rotherfield Ward

All three co-opted Councillors signed their Declaration of Acceptance of Office in the presence of the Clerk.

ii. Agree annual subscription to Rotherfield Parish Magazine

Clerk proposed that we take out two subscriptions at the cost of £24.00 as per last year. It was **RESOLVED** to take out two subscriptions to the Parish Magazine for 2023. **Clerk** to arrange payment to Rotherfield Parish Magazine.

iii. To note the Independent Remuneration Panel - Town and Parish Councillor Allowances Report for 2023/24.

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

Councillors **NOTED** the Independent Remuneration Panel - Town and Parish Councillor Allowances Report for 2023/24. **Clerk** to update Councillor Expenses Policy with updated figures ready for adoption in May 2023.

iv. Resolve and approve the Council's budget and precept required for the 2023/24 financial year and signature of associated documents.

The proposed budget had been circulated to Councillors ahead of the meeting.

It was **RESOLVED** to accept the Council Budget of £174,906.00 for the 2023/2024 financial year. **Clerk** to update the accounting software with next year's agreed budget.

It was **RESOLVED** to inform Wealden District Council that the precept for 2023/2024 be set at £155,856.00. The Chair and Clerk signed the Local Government Finance Act 1992 Precept on the Billing Authority For The Year 2023/24 and Council Tax Demand Notices 2023/24 Expenditure Details of Larger Parishes forms. **Clerk** to send to Wealden District Council.

5. TO MAKE RECOMMENDATIONS TO WEALDEN DISTRICT COUNCIL PLANNING ON THE FOLLOWING APPLICATIONS:

i. WD/2022/2836/F - Highbury, New Road, Rotherfield, TN6 3JT

Proposed demolition of the existing rear conservatory and two large outbuildings to the rear of the site, and the erection of a front porch addition, a side roof projection, a rear extension, roof additions to create accommodation in the roof space including windows to gable ends, dormers, and rooflights, and a replacement single detached outbuilding to the rear.

Amended description of Proposal

It was **RESOLVED** to deal with this application under delegated powers, Councillors will provide recommendations by email to the Clerk.

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

- 6th December Planning & Building Committee
- 6th December Finance & General Purposes Committee

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

a) Meetings attended on behalf of the Parish Council.

- Cllr Johnstone reported that she had attended the Eridge Stream meeting and will report back with recommendations at a future meeting.
- Cllr Johnstone reported that she had attended the Wealden North Parish Cluster meeting and a written report will be circulated to Councillors.
- Deputy Clerk reported he had attended the Wealden Parish Clerks meeting and had briefed the Clerk who was unable to attend on the forthcoming elections.

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b) Clerk's updates and issues.

- Clerk reminded Councillors that the 10th January 2023 Planning & Building Committee meeting had been upgraded to a Full Council Meeting which will be followed by a Rotherfield Memorial Institute Sole Trustee Meeting.
- Deputy Clerk reported that he had arranged for the salt reserve at Kennedys to be replenished.
- Clerk reported that the Council Office will be closed from the 24th December 2022 until Tuesday 3rd January 2023. During this time only emergency business will take place.
- Clerk reported that he had received notification from the Council's solicitors that the Rotherfield Surgery lease renewal should complete next week.
- Clerk suggested that the forthcoming elections might be an opportunity to reorganise the Ward representation so Councillors living in Eridge and Mark Cross would represent that area.
- Clerk reported that he had still not received the allotment rental from the Allotment Association. **Chair and Deputy Clerk** to chase rental.

c) Items for the next Parish Magazine column.

- SID - High Cross
- co-option of three new Councillors **Cllr Turner, Cllr Snelling and Cllr Fryatt** to provide a brief resume and headshot for inclusion.

8. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- Local Councils Update – December

9. TO RECEIVE INSPECTION BOOK & REPORTS.

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

- 26th November 2022 Hornshurst Burial Ground Inspection Report
- 26th November 2022 Playground Inspection Report
- 10th December 2022 Playground Inspection Report
- 10th December 2022 Hornshurst Burial Ground Inspection Report

10. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 10th January 2023 Parish Council Meeting incorporating Planning & Building Committee matters.
- 10th January 2023 Rotherfield Memorial Institute Sole Trustee Meeting
- 17th January 2023 Highways, Lighting & Transport Committee Meeting – *Rotherfield Memorial Institute*
- 26th January 2023 Parish Council Meeting – *Rotherfield Memorial Institute*
- 31st January 2023 Planning & Building Committee Meeting

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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.

- *Planning Application considered under delegated powers as per the Planning & Building Committee Terms of Reference:*

WD/2022/2881/F - Goose Eye, Castle Hill, Rotherfield, TN6 3RR

Single-storey extension, accommodating new kitchen and utility room. Conversion of the existing garage to form an en-suite bathroom and living room. Alterations to existing fenestration and cladding. *Amended Description.*

It was RESOLVED to deal with this application under delegated powers, Councillors will provide recommendations by email to the Clerk.

- Cllr Johnstone asked if Ian Johnson at East Sussex Highways could be chased about the additional station signage for Eridge Station. **Deputy Clerk** to chase.

Chair declared the meeting closed at: **20:54**

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

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