



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 MARCH 2023 AT 19:30 IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL

PRESENT

Cllr R Harris (Chair)	Cllr J Fryatt	Cllr D Hiles
Cllr B Johnstone (Vice-Chair)	Cllr A Martin	Cllr J Kitchenham
Cllr P Turner	Cllr L Buck	Cllr N Wickenden
Cllr J Richardson	Cllr P Snelling	

COUNCILLORS ABSENT

None

ALSO PRESENT

Adam Hardy (Parish Clerk), Trevor Thorpe (Deputy Parish Clerk),
Cllr B Standley (East Sussex County Council) & Cllr K Obbard (Wealden District Council)
& one member 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 P Kember & Cllr G Watson-Smith.

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

Cllr P Dixon (Wealden District Council) had also sent apologies.

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 in item 2ii as he is due to receive payment as a contractor on the payment run.

d) District and County Councillor reports.

Cllr B Standley (East Sussex County Council)

- Cllr Standley confirmed he had not prepared a report as it was election time.
- Cllr Standley reported that he was aware of the potholes on Station Road and was urging Highways to attend to them as a matter of urgency.

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- Cllr Standley reported that he had investigated the delay in the modifications to the A267 junction reconfiguration. The project is currently being reviewed as the cost for the temporary reconfiguration is near enough to the cost for permanently reconfiguring the junction. He, hopefully with the support of Cllr Taylor, is lobbying East Sussex to make the remodelling permanent. A further update will be provided once the matter had been considered by East Sussex Highways.

Cllr K Obbard (Wealden District Council)

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

- Cllr Obbard added that the new and updated Wealden Guide was now available online or physical copies are available from Wealden Council District Offices in Hailsham.

e) Minutes of the Parish Council meeting held on 23rd February 2023 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 made enquiries regarding the Blackdon Hill Caravan, it is there legally as long as it is not being used for residency and remains in its current use as a support to the business.
- Clerk has recently made contact with the British Horse Society but has not had a reply yet.
- Clerk reported that the website and the official record had been updated with Cllr Turner's new appointment.
- Clerk reported that the Rotherfield Memorial Institute Management Committee had been informed of the Council's grant to cover the cost of the Rotherfield St Martin office windows.
- Clerk reported that candidate forms had now been circulated to most Councillors who are standing for re-election.
- Clerk reported that the Rotherfield Memorial Institute Management Committee had agreed to hold their AGM ahead of the Parish Meeting on the 7th June 2023 at the Rotherfield Memorial Institute.
- Clerk has instructed the contractor to scrape the Bowls Club path.
- Clerk has written to Tesco's and the Lorry Operator following the recent broken down lorry on Station Road.

2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF FEBRUARY 2023, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND NOTE OR AUTHORISE PAYMENTS.

i Budget, other financial reports, and actions arising

The bank reconciliation up until the 28th February 2023 was presented for all of the Council's bank accounts.

It was **RESOLVED** that the budget was correct and accepted by the Council as the correct position of the Council's accounts.

Cllr Hiles asked if it was possible to make a digital claim for the VAT return. Clerk reported that it was something he was looking into.

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ii Approval of payments.

It was **RESOLVED** to approve the following payments:

PAYMENTS & RECEIPTS FOR MARCH 2023 to be added to Rialtas **All payments from Unity Trust account by online payment unless otherwise stated**

Regular Payments				Amount - VAT included where applicable
Invoice/payer details	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	
Xtraspace (Go Cardless)	4110	101	Document storage - March 23	£91.00
Rotherfield Sports Club	4340	302	Grounds Maintenance - March 23	£368.75
BT Business Broadband	4409	302	CCTV Broadband - March 23	£39.95
Cloudy Group Ltd	4110	101	Rialtas Hosting - March 23	£76.56
Teambase	4110	101	Clerk Stationery (1)	£46.01
Teambase	4110	101	Clerk Stationery (2)	£59.34
Teambase	4110	101	Clerk Stationery (3)	£77.76
Veolia	4391	303	Village Hall Bin - March 23	£58.56
Rotherfield Village Hall	4125	101	Village Hall Hire - Invoice:3978	£32.00
Phil Ireland	4252	203	Street Sweeping - March 23	£328.67
Phil Ireland	4364	302	Litter Picking - March 23	£164.33
Mark Cross Community Centre	4125	101	MCCC Booking Fee	£36.00
Tollwood Garden Services	4252	203	Street Sweeping - March 23 (2)	£110.00
Tollwood Garden Services	4381	303	Turf and Compost HBG (1)	£82.50
Tollwood Garden Services	4381	303	Turf and Compost HBG (2)	£12.00
Tollwood Garden Services	4258	203	Mark Cross Salt Bin	£55.00
Tollwood Garden Services	4381	303	Tidy and Rake Mole Hills	£30.00
Tollwood Garden Services	4381	303	Turf and Compost HBG (3)	£82.50
Tollwood Garden Services	4381	303	Turf and Compost HBG (4)	£24.00
Tollwood Garden Services	4381	303	Compost Costs	£12.87
Tollwood Garden Services	4381	303	HBG Tidy	£27.50
Tollwood Garden Services	4380	303	OBG Tidy (1)	£27.50
Tollwood Garden Services	4380	303	St Denys' Burial Ground	£343.00
Tollwood Garden Services	4341	303	Recreation Ground - V Hall	£114.50
Adrian Martin	4388	302	CCTV Repair	£24.00
Adrian Martin	4341	302	Barrier Repair	£24.00
Adrian Martin	4388	302	CCTV Footage (1)	£24.00
Adrian Martin	4259	203	SID - Feb 2023	£48.00
Adrian Martin	4388	203	CCTV Footage (2)	£24.00
Adrian Martin	4113	302	Institute (1)	£36.00
Adrian Martin	4388	203	CCTV Footage (3)	£24.00
Adrian Martin	4250	203	Chant Lane Post - Labour	£48.00
Adrian Martin	4250	203	Chant Lane Post	£80.40
Adrian Martin	4113	302	Institute (2)	£24.00
Adrian Martin	4259	203	SID - March 2023	£48.00

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				Total	£2,704.70
Other Payments					
TN6 Electrical	4113	101	Fire Alarm Rezoning and Repairs		£2,349.50
KPS Contractors Ltd	4393	303	Grave Digging Plot P29		£580.50
Wealden District Council	4256	203	Dog Bins Emptying Jan - Mar 23		£468.00
Wealden District Council	4363	302	Dog Bins Emptying Jan - Mar 23		£156.00
TN6 Electrical	4222	202	Solar Lights Chant Lane		£270.00
Cripps LLP	4113	101	RMI Land Registry Change Fee		£2,152.20
William J Clark	4257	203	Hedge Cutting		£684.00
East Sussex County Council	4220	202	Lighting Contract 2022		£7,201.50
Burridge Fencing & Tree Work	4380	303	Old Burial Ground Fence & Hedging		£660.00
Wealden District Council	4380	303	Business Rates		£180.77
East Sussex County Council	4209	201	Match Funding - Speed Awareness Measures		£7,494.00
T C Woodgate	4341	302	Recreation Ground Tree Works		£1,800.00
Rotherfield Village Hall	4409	302	CCTV Electric Contribution		£50.00
				Total	£24,046.47

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

Zoom Video Communications	4125	101	Zoom Subs - Clerk - March 23	£15.59
Zoom Video Communications	4125	101	Zoom Subs - Deputy Clerk - March 23	£15.59
Adobe System Software Ltd	4110	101	Adobe Pro - March 23	£19.97
Fire Protection Online.co.uk	4113	101	Fire Door Hammer & Tubes	£50.92
				£102.07

Unity Credits

Frant Parish Council	1323	101	Speed Data Gathering	£533.00
Rotherfield Millennium Green	1322	302	Dog Bins Contribution Jan - Mar23	£32.50
Tester & Jones	1300	303	Internment Fees - Plot P29	£783.75
				£1,349.25

Surgery payments	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	Amount
Sussex Primary Care	4399	305	Surgery Costs - April 2023	£629.08
PWLB lending facility	4402	305	Loan Repayment - March 2023	£9,390.59
Burridge Fencing & Tree Work	4405	305	Surgery Fencing Repairs	£544.20
				£10,019.67

RECEIPTS FOR NOVEMBER 2021

SPC (Barclays)	4398	305	Surgery Rent - March 2023	£2,688.33
				£2,688.33

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

None

iv Discuss and resolve movement from Earmarked Reserves to other cost centres before the financial year end.

- Clerk suggested that monies be moved from the precept reserve to cover the costs relating to the Memorial Institute. It was **RESOLVED** to proceed with this action.
 - Clerk suggested that monies be moved from the general reserve to cover the cost of the traffic awareness measures originally resolved to be covered by now spent CIL money. It was **RESOLVED** to proceed with this action.
- Clerk** to move money from Earmarked Reserves before end of year closedown.

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

- a) Discuss and resolve a motion to disband the Personnel Committee and transfer its function back to Full Council.

It was **RESOLVED** to disband the Personnel Committee. Cllr Martin wished it to be noted that he abstained from this vote.

- b) Resolve and appoint Councillors with responsibility for the oversight of personnel. These Councillors will report to Full Council.

It was **RESOLVED** to appoint the following Councillors:

Cllr J Richardson
Cllr R Harris
Cllr D Hiles
Cllr B Johnstone

- c) Resolve Cllr Richardson as the Convener of the Councillors with responsibility for the oversight of personnel.

It was **RESOLVED** to appoint Cllr J Richardson as Convener of Councillors with responsibility for oversight of personnel.

Cllr Richardson asked councillors not to send the clerks emails which could be inferred as a decision having been made outside of Committees or Council.

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

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- i. **Receive traffic monitoring information collected by East Sussex Highways on the A26 at Eridge, and agree further action.**

Documents and reports related to this item had been circulated to Councillors ahead of the meeting.

Cllr Johnstone presented the data to the Council. The Clerk confirmed that Frant Parish Council would be reviewing the data at their April Parish Council Meeting. Cllrs Johnstone and Kitchenham indicated that they would attend this meeting.

Cllr Johnstone confirmed that she would also meet with the Eridge residents who spearheaded this action to review the next steps.

Deputy Clerk to add item to the 13th June 2023 Highways, Lighting & Transport Committee meeting agenda.

- ii. **Consider the installation of traffic calming measures on the B2101 High Cross “Mayfield Turn” junction approaching the village.**

Councillors agreed that they would like to do something to improve speed awareness at this junction but were unsure that red tarmac was the correct solution. Cllr Standley suggested a site meeting with East Sussex Highways to discuss options. It was **AGREED** to proceed with a site meeting.

Deputy Clerk to arrange a site meeting with East Sussex County Council and Highways.

- iii. **Review reporting process for oversize vehicles passing through the village and those parked obstructively or dangerously in the Eridge Station area.**

Deputy Clerk reported that despite multiple reports to Operation Crackdown no enforcement action had been taken and wondered if it was a good idea to take a break from reporting oversized vehicles passing through Rotherfield and dangerously/illegally parked vehicles at Eridge Station.

Councillors felt that we should continue to report vehicles via Operation Crackdown. It was **RESOLVED** to continue reporting to Operation Crackdown.

Cllr Fryatt felt that the campaign on parking at Eridge Station would benefit from additional posters at the Station. It was **RESOLVED** to proceed with erecting two large posters at Eridge station. **Cllr Fryatt** to design posters and **Clerk** to arrange printing.

- iv. **Receive update regarding installation of temporary measures at the A267/B2100 junction at Mark Cross to discourage large vehicles using the B2100 through Rotherfield.**

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Cllr Standley had provided an update on this earlier in the meeting.

v. Resolve the appointment of Cllr Jeremy Fryatt to the Highways, Lighting & Transport Committee.

It was **RESOLVED** to appoint Cllr Jeremy Fryatt to the Highways, Lighting & Transport Committee. **Clerk** to update the official record and website.

vi. Consider lobbying East Sussex County Council to set up a Snow Warden Scheme to provide advice on how to clear snow and ice safely in wintry conditions.

Cllr Johnstone had shared a scheme by Leicester City Council for training Snow Wardens to clear footpaths safely. This included a guide to the correct materials to use. As Rotherfield Parish Council had been advised not to clear footpaths over liability concerns should injury happen on a cleared path, they would like to ask East Sussex County Council to start a similar scheme.

It was **RESOLVED** to write to East Sussex requesting the start of a Snow Warden scheme. **Clerk** to write to East Sussex County Council.

Cllr Standley agreed to follow this up with the Director of Transport at East Sussex.

vii. Resolve the appointment of Cllr Paul Turner as the Rotherfield Parish Council Trustee to the Trustees of Rotherfield Millennium Green.

It was **RESOLVED** that Cllr Paul Turner should represent Rotherfield Parish Council as Trustee of the Rotherfield Millennium Green.

viii. Discuss and resolve the contractor Cut List for 2023/2024.

Documents relating to this item had been circulated to Councillors ahead of the meeting.

It was **RESOLVED** to accept the new rates which equated to an increase of 2%.

Committee Chairs would review the Cut List and inform the Clerk of any changes they would like made.

ix. Discuss and consider a request from St Denys' Church for funding of the repairs to the Clock under the Parish Council Act 1957.

A letter from St Denys' PCC had been circulated ahead of the meeting to all Councillors.

The letter requested a grant from the Council for clock repairs as a gift to the Parish to mark the Coronation of King Charles III.

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Councillors felt that the request for the full amount of £5,000.00 was too much for the Council to meet at this time. The Council agreed that the clock on the Church was acting as the public clock in the Village.

It was **RESOLVED** to match fund up to £2,500.00 and that the Council would run a fundraising campaign to meet the full cost.

Cllrs Johnstone & Buck, in conjunction with the **Clerk**, to create a fundraising campaign to refurbish the Clock. A notice would be included in the upcoming parish newsletter and on social media.

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

- 14th March 2023 Planning & Building Committee Meeting

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

a) Meetings attended on behalf of the Parish Council.

- Clerk reported that the Coronation Committee had met and the following events had been agreed:

Saturday, 6th May 2023:

9 p.m. at Rotherfield Recreation ground: Lighting of the Beacon and firework display, in conjunction with the Bonfire Society.

Sunday, 7th May 2023:

9.45 a.m. Parade from the Village Hall to St. Denys Church for the Commemorative Service. We hope that many of you will join this procession.

10.00 a.m. Commemorative Service at St. Denys. Refreshments will be served afterwards.

1.00 p.m. – 3.00 p.m. Picnic on Recreation Ground (or in Hall if the weather is inclement). The W.I. will be providing everyone with a special Coronation cupcake and there will be an appropriate musical accompaniment to the picnic.

Children are invited to wear Fancy Dress based on a Royal theme and this will be judged at approximately 1.45 p.m. Everyone else is encouraged to wear red, white and blue.

2.00 p.m. Loyal toast with fizz provided by the Parish Council.

- Cllr Harris reported that he had attended the Rotherfield Village Hall Committee meeting. The Village Hall will be closed between 22nd July 2023 – 13th August 2023 to commence redecoration and refurbishment works

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- the Rotherfield & Mark Cross Bonfire Society AGM. They were very positive about the support from the Parish Council and have a full program planned for 2023.
- Cllr Johnstone had attended some E. coli testing in local rivers. The results are awaited.
- Cllr Richardson attended the Twinning Association AGM.
- Cllr Richardson reported that the Art Group were holding a display/gallery event in Rotherfield Village Hall on the 28th April 2023. Councillors were welcome to attend.

b) Clerk's updates and issues.

- Clerk and Deputy Clerk reported that money is now coming in for the sponsorship of Coronation benches. It was agreed that the Council would proceed to purchase the benches as resolved by the Recreation & Burial Committee.
- Clerk updated the Council regarding the forthcoming elections on Thursday 4th May 2023:
 - Councillors will cease to hold office on election day.
 - The Chair will remain in Office until a new Chair is appointed and urgent business will be acted upon by the Chair and Clerk of the Council.
 - The Council will enter a period of purdah. Only standard business may take place. The Clerk as the Proper Officer will have the final say on what business is considered standard business.
 - The Candidate list will be made known to the Clerk on the 5th April.
 - Elected Councillors will come into Office on the 10th May 2023. However, they may not take part or hold meetings until they have signed their Declaration of Acceptance of Office forms. This must be done in the presence of the Clerk. Councillors will be asked to attend from 7:00pm on the 18th May before the Annual Meeting of the Council. Any Councillor who does not sign a form will not be eligible to attend the meeting or for election to office.
 - As no Councillors will be available for a meeting until 18th May the 9th May Recreation & Burial Committee and 16th May Planning & Building Committee will not take place and their business moved to other agendas.
- Clerk reported that a Solar Light had now been installed at the end of the Chant Lane Footpath.
- Clerk reported that recent tree works on the Recreation Ground had raised safety concerns about the Horse Chestnut Trees next to the Scout Hut. A site meeting has been arranged for one evening next week to agree on an appropriate course of action. This will be done as an urgent Health and Safety item.

c) Items for the next Parish Magazine column.

- Dangerous Dogs Statement
- SID Statistics
- Rotherfield Memorial Institute Update

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- Church Clock Repairs

7. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

None

8. TO RECEIVE INSPECTION BOOK & REPORTS.

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

- 24th February 2023 Recreation Ground Inspection Report
Playground Inspection Report
Hornshurst Burial Ground Inspection
- 4th March 2023 Recreation Ground Inspection Report
Playground Inspection Report
Hornshurst Burial Ground Inspection Report
- 14th March 2023 Hornshurst Burial Ground Inspection Report
Recreation Ground Inspection Report
- 16th March 2023 Old Burial Ground Inspection Report
- 25th March 2023 Hornshurst Burial Ground Inspection Report
Playground Inspection Report
Recreation Ground Inspection Report

9. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 4th April 2023 Planning & Building Committee
- 18th April 2023 Finance & General Purposes Committee
(Rotherfield Memorial Institute)
- 25th April 2023 Planning & Building Committee
- 27th April 2023 Parish Council Meeting (Mark Cross Community Centre)

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

Cllr Hiles asked if the Finance & General Purposes Committee could be rescheduled. It was **AGREED** that the meeting would be moved. **Clerk** to arrange an alternative date.

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 requested an agenda item to review the lamppost maintenance and energy contract. **Deputy Clerk** to add an item to the 13th June 2023 Highways, Lighting & Transport Committee meeting.

- Cllr Martin reported that he was unable to download CCTV footage at present as it keeps requesting a password. **Clerk** to contact CCTV contractor for assistance.
- Cllr Richardson asked that we move quickly to set up the Rotherfield in Bloom planting dates if we are to link the event with the Coronation. **Cllr Harris & Richardson** to agree dates for planting.
- Cllr Turner asked if it would be possible to discuss the New Road/South Street Junction at the next Highways, Lighting & Transport Committee meeting. **Deputy Clerk** to add item to the 13th June 2023 Highways, Lighting & Transport Committee agenda.

Chair declared the meeting closed at: **21:35**

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