



**Working for the Community in Rotherfield, Mark Cross,
Eridge Green, Boarshead and surrounding areas**

**MINUTES OF THE ANNUAL & MONTHLY MEETING OF THE PARISH COUNCIL
HELD ON THURSDAY 11TH MAY 2023 AT 19:30
IN THE UPPER HALL AT ROTHERFIELD MEMORIAL INSTITUTE**

PRESENT

Cllr R Harris
Cllr B Johnstone
Cllr D Hiles
Cllr P Snelling

Cllr J Richardson
Cllr A Martin
Cllr L Buck
Cllr J Fryatt

Cllr P Kember
Cllr J Kitchenham
Cllr P Turner

COUNCILLORS ABSENT

None

ALSO PRESENT

Adam Hardy (Parish Clerk), Trevor Thorpe (Deputy Clerk), Cllr B Standley (East Sussex County Council)
& Cllr M Lunn (Wealden District Council)

1. TO ELECT CHAIR AND VICE CHAIR AND SIGNING OF THEIR DECLARATIONS OF OFFICE.

Cllr Robert Harris was unanimously elected Chair of Rotherfield Parish Council.

Cllr Beverley Johnstone was unanimously elected Vice-Chair of Rotherfield Parish Council.

The meeting was paused whilst the elected councillors signed their declarations of office. These were witnessed by the Clerk.

2. TO RECEIVE THE FOLLOWING: -

a) Public forum.

None

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

No apologies for absence were tendered.

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 congratulated all the Councillors on their re-election.
- Cllr Standley reported that the new Highways Contractors were now in post and acknowledged that the roads are in a state in this area. It is hoped that these will be attended to shortly.
- Cllr Turner reported that he had read that road repairs in the area were not being undertaken due to the weather. He did not feel this was an acceptable reason as other authorities have undertaken repairs.
- Cllr Johnstone asked if there was any truth in the rumours that the new crossing close to the new roundabout at Jarvis Brook is in the wrong place and will need to be moved. Cllr Standley said he was unaware and it was outside of his area but he would investigate.
- The Clerk asked if Cllr Standley could investigate the confusion over the recent roadworks by South East Water in Church Road. The road closure signs that had appeared rather than the traffic lights originally advertised had caused traffic chaos in the village. Cllr Martin reported that he had spoken to the site officer and been told that the road closure signs were in place to stop HGV's coming through whilst the work was undertaken. It was agreed that Highways need to improve their communication.
- Cllr Standley gave his apologies for the Annual Parish Assembly.

Cllr M Lunn (Wealden District Council)

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

- Cllr Lunn reported that following the District Council elections the administration of the Council will change. More information should be available following the Wealden District Council meeting on the 24th May when a Leader should have been appointed.
- Cllr Lunn reported that he was looking forward to working with us and is briefed on ongoing planning and enforcement issues.

e) Minutes of the Parish Council meetings held on 27th April 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 an item to discuss speed gathering on the A267 has been added to the 13th June Highways, Lighting & Transport Committee agenda.
- Clerk reported that the speed data gathered on the A26 had been shared with Cllr Georgia Taylor.
- Clerk reported that the agreed budget changes for 2023/2024 had been made.
- Clerk reported that he will add grant payments to the June 2023 payment run.
- Deputy Clerk reported that he had chased Coppards with regard to replacing the bin at Town Row triangle. **Deputy Clerk** to check his email about bin choices had been circulated to Councillors.

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

a Budget, other financial reports, and actions arising.

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

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

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The Clerk is unable to present the reports until the end-of-year process has been completed. This will take place on Friday 19th May 2023

b Approval of payments.

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

Cllr Harris & Cllr Johnstone declared an interest as they were receiving payments to reimburse them for Coronation expenses.

PAYMENTS & RECEIPTS FOR MAY 2023 to be added to Rialtas

All payments from Unity Trust account by online payment unless otherwise stated

Regular Payments

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 - May 23	£91.00
Rotherfield Sports Club	4340	302	Grounds Maintenance - May 23	£368.75
BT Business Broadband	4409	302	CCTV Broadband - May 23	£47.10
Cloudy Group Ltd	4110	101	Rialtas Hosting - May 23	£76.56
Veolia Waste	4391	303	Veolia Waste - May 23	£58.56
Rotherfield Memorial Institute	4125	101	Booking (Salsa Exchange)	£22.50
Rotherfield Memorial Institute	4125	101	Rotherfield Memorial Hall Booking	£17.50
Total				£681.97

Other payments

Robert Harris	4159	102	Coronation Bunting	£55.86
MW Turfcare	4343	302	Recreation Ground Grass Works	£9,285.28
Caroline Britten	4159	102	Coronation Fireworks	£1,000.00
Beverley Johnstone	4159	102	Coronation Prosecco	£175.50
Amber AC Limited			Village Hall Uplighters	£2,296.32
BHIB Council Insurance	4121	102	Insurance Renewal 23/24	£2,213.44
Total				£15,026.40

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

Zoom Video Communications	4125	101	Zoom Subs - Clerk - April 23	£15.59
Zoom Video Communications	4125	101	Zoom Subs - Deputy Clerk - April 23	£15.59
				£31.18

Unity Credits

East Sussex County Council	1078	203	Urban Cut Contribution	£299.00
Clock Donation			Clock Donation	£100.00
Clock Donation			Clock Donation	£250.00
Clock Donation			Clock Donation	£1,000.00
Rotherfield Football Club	1326	302	Pitch Works Donation	£6,527.40

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				£8,176.40
Surgery payments	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	Amount
Sussex Primary Care	4399	305	Surgery Costs - May 2023	£629.08
				£629.08
SURGERY RECEIPTS FOR MAY 2023				
SPC (Barclays)	4398	305	Surgery Rent - May 2023	£2,688.33
				£2,688.33
Staff Costs - includes Tax, NI, pension and expenses	Total figure reported separately			£4,658.66

It was **RESOLVED** to discontinue the Parish Council's Zoom Subscriptions. **CLERK** to end Zoom Subscriptions.

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

None

4. ELECTIONS AND APPOINTMENTS

- a) **To elect Chair & Vice Chairs of Committees, appoint Committee members, and arrange review of the terms of reference of the following Committees and working groups.**

Committee	Chair	Vice-Chair	Committee
Planning & Building Committee	Cllr David Hiles	Cllr Peter Kember	Cllr Adrian Martin Cllr James Kitchenham Cllr Paul Snelling Cllr Beverley Johnstone Cllr Robert Harris
Highways, Lighting & Transport Committee	Cllr James Kitchenham	Cllr Jeremy Fryatt	Cllr Adrian Martin Cllr Peter Kember Cllr Paul Snelling Cllr Paul Turner Cllr Beverley Johnstone Cllr Robert Harris

Cllr Richardson addressed the Council, speaking in favour of reinstating the Communications & Social Media Committee but renaming it as the Community Engagement Committee. The work of this Committee has not gone away, and has instead had to be carried out by small working groups and in Full Council meetings. Some of the original responsibilities of the committee such as drop-in surgeries have not been followed up. The motion would be for this committee to meet six times a year. Cllr Buck supported the reformation of the committee. Cllr Hies asked if this Committee could meet on the back of the Planning & Building Committee to save additional meeting dates. It was agreed this was a possibility.

Cllr Martin felt that it was unnecessary to reform this committee and that the Full Council could manage the work. It would be another meeting with another set of Minutes and he had concerns about Clerk workload

It was **RESOLVED** to reform the Committee. Two Councillors abstained from voting on this motion

Community Engagement	Cllr Janice Richardson	Cllr Lucy Buck	Cllr Jeremy Fryatt Cllr Paul Turner Cllr David Hiles Cllr Beverley Johnstone Cllr Robert Harris
Recreation & Burial Committee	Cllr Paul Turner	Cllr Lucy Buck	Cllr James Kitchenham Cllr Janice Richardson Cllr Paul Snelling Cllr David Hiles Cllr Beverley Johnstone Cllr Robert Harris
Finance & General Purposes Committee	Cllr David Hiles	Cllr Adrian Martin	Cllr James Kitchenham Cllr Janice Richardson Cllr Paul Turner Cllr Beverley Johnstone Cllr Paul Snelling
Rotherfield Memorial Management Committee	Cllr Beverley Johnstone	Cllr Peter Kember	Cllr Robert Harris Cllr David Hiles Cllr Janice Richardson
Rotherfield Surgery Working Party	N/A	N/A	Louise Henrick Cllr James Kitchenham Cllr Peter Kember Cllr Robert Harris
Councillors with Responsibility for Personnel	N/A	N/A	Cllr Janice Richardson Cllr Beverley Johnstone Cllr David Hiles Cllr Robert Harris Cllr Paul Snelling

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b) To Appoint Council Representatives to the following organisations

Rotherfield Village Hall	Cllr Robert Harris Cllr Beverley Johnstone (Backup)
Wealden District Association of Local Councils	1) Cllr Lucy Buck 2) Cllr Beverley Johnstone
East Sussex Association of Local Councils	Cllr Robert Harris
Rotherfield Millennium Green	Cllr Paul Turner
Mark Cross Community Centre	Cllr James Kitchenham Cllr Adrian Martin
Rotherfield Sports Club	Cllr Paul Turner
Rotherfield Twinning Association	Cllr Janice Richardson
Uckfield Line Parishes Group	Cllr Jeremy Fryatt
Rotherfield Scout Group	Cllr Paul Snelling
Mark Cross Primary School	Cllr Janice Richardson
Rotherfield Pre-School	Cllr Lucy Buck
Rotherfield Primary School	Cllr Beverley Johnstone
St Denys' & St Mark's Churches	Cllr Janice Richardson
Pennies Nursery	Cllr Adrian Martin

c) To make appointments to the following posts, review/create new responsibilities and posts and receive the review of the Council's plans for co-ordinated responses to future emergencies in the Parish.

REACT	Cllr Paul Turner
Rotherfield Protection Group	Cllr Peter Kember
Footpath Commissioner	Cllr James Kitchenham
Safeguarding	Cllr Lucy Buck
Smith & Fermor Charity	Deputy Clerk Trevor Thorpe
Sussex Police Liaison	Cllr Adrian Martin
Wealdlink	Cllr Jeremy Fryatt
Tree Wardens	1) Cllr Robert Harris 2) Cllr Beverley Johnstone 3) Deputy Clerk Trevor Thorpe
Broadband	Cllr Lucy Buck
Working Group Against Overdevelopment in Wealden	Cllr Adrian Martin
Gatwick Airport & Aircraft Issues	Cllr Peter Kember

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

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- i. **Resolution granting all Councillors serving on Rotherfield Parish Council dispensation to speak and vote on the Council's budget and setting of the precept for the remaining term of this Council.**

It was **RESOLVED** to grant all Councillors serving on Rotherfield Parish Council dispensation to speak and vote on the Council's budget and setting of the precept for the remaining term of this Council.

- ii. **Receive quotation and resolve spending, in the form of a grant for services, on urgent fire safety works at Rotherfield Memorial Institute.**

Documents had been circulated to Councillors ahead of the meeting.

A quote from Neil Page had been received for the total of £1,660 + VAT for the works. It was **RESOLVED** to accept the quote. **Clerk** to arrange for the work to be undertaken.

- iii. **Resolve and appoint members to form a Working Party to review Council Committee Structure.**

Cllr Richardson outlined her thoughts with regard to evaluating the Parish Council Committee structures and the responsibility vested in each Committee. Cllr Buck felt that we should do this alongside the Council's strategy. Cllr Johnstone felt that the strategy might have changed due to the Council having to react to situations as they present. It was important to have a balance between being proactive and reactive.

It was **RESOLVED** to form a Working Party to review the Parish Council Committee Structure. The Working Party will report to Full Council.

The Working Party would be formed of the following Councillors and Officers:

Cllr Peter Kember (Chair)
Cllr Paul Snelling
Cllr Janice Richardson
Cllr David Hiles
Cllr Jeremy Fryatt
Cllr Lucy Buck
Cllr Beverley Johnstone
Cllr Robert Harris
Adam Hardy (Parish Clerk)

Clerk to liaise with Working Party Members to set up an initial meeting. It was agreed that one of the first actions for the Working Party would be to form Terms of Reference for the Committee.

iv. Resolution to appoint Cllr Paul Turner as a signatory on the Council's bank accounts.

It was **RESOLVED** to add Cllr Turner as a signatory. **Clerk** to arrange the necessary paperwork.

v. Review and Resolve Updates to the Following Policies:

Freedom of Information Scheme	GDPR Statement & Privacy Notice
Data Protection Policy	Social Media & Use of IT Policy
Safeguarding Policy	Health & Safety Policy
Press & Media Policy	CCTV Policy
Complaints Policy	Clerk's Delegated Powers
Roadside Advertising Policy	

It was **RESOLVED** to adopt all the above policies. **Clerk** to update website with reviewed policies.

vi. Consider and resolve on an amendment to Financial Regulations item 4.1 (Budgetary control and authority to spend).

A document relating to this change had been circulated to Councillors ahead of the meeting.

It was **RESOLVED** to adopt the following amendment:

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

i. the Council for all items more than £5,000;

ii. a duly delegated committee or in exceptional circumstances, the Clerk in conjunction with the Chair or Vice-Chair of the Council for items & services priced between £1,500 & £5,000

(Exceptional circumstances refers to a situation where the Council would be in breach of other statutory legislation relating to Health & Safety & fiscal protection or at risk of legal action for liability).

iii. the Clerk, in conjunction with the Chair of the Council or the Vice Chair, or with the Chair or Vice Chair of the relevant committee, for any items of £1,500 or below.

iv. the Clerk for, any items or services costing less than £750.00

This authority is not to be used so as to intentionally bypass the Council or committee.

Clerk to update the Rotherfield Parish Council Financial Regulations. New copies will be circulated to Councillors and uploaded to the Parish Council website.

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vii. Receive and consider a grant application from the Rotherfield Baby and Toddler Group.

Clerk reported that the application had not been received in time for this meeting. The Chair agreed that the item could be placed on the 29th June 2023 Parish Council Meeting agenda.

6. RECEIVE AND ADOPT COMMITTEE MEETINGS MINUTES & MATTERS ARISING.

- 25th April 2023 Planning & Building Committee meeting

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

a) Meetings attended on behalf of the Parish Council.

- Cllr Richardson reported that she had attended the drop in session at Rotherfield St Martin to make a tile for the Coronation Community Artwork.

b) Clerk's updates and issues.

- Clerk reported that he had received correspondence about the new disability gate on the Twitten. It has been decided to leave the gate as it is. It was agreed that most users would be able to close the gate quietly, although disabled users would have to let it swing shut as it is designed. Councillors **AGREED** to install some signage asking users to close the gate quietly if they are able. **Deputy Clerk** to make laminated signage for the gate.
- Clerk reported that arrangements for the Extraordinary Parish Council Meeting on the 17th May 2023 are complete. Councillors are reminded that the meeting starts at 8:00pm. Cllr Johnstone tendered her apologies for the meeting.
- Deputy Clerk reported that he had obtained some Explore Wealden Guides and circulated these to Councillors.
- Deputy Clerk reported that he had visited a local stables in response to concerns about a damaged stile and fly tipping.
- Deputy Clerk reported that he had been contacted by a resident on Hadlow Down Road regarding a planning application. **Deputy Clerk** to pass on a report on the planning application to the Clerk.

c) Items for the next Parish Magazine column.

- Coronation Celebrations
- Annual Parish Assembly
- New Councillor Officers and Responsibilities
- Updated Councillor contact details.

8. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

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- Local Council Update May 2023

9. TO RECEIVE INSPECTION BOOK & REPORTS.

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

- 27th April 2023 Hornshurst Burial Ground Inspection Report
 Playground Inspection Report
 Recreation Ground Inspection Report
- 8th May 2023 Hornshurst Burial Ground Inspection Report
 Playground Inspection Report
 Recreation Ground Inspection Report

10. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 16th May 2023 Planning & Building Committee
- 17th May 2023 Extraordinary Parish Council Meeting – **8:00pm**
- 6th June 2023 Planning & Building Committee
- 7th June 2023 Annual Parish Assembly – **7:45pm – Rotherfield Memorial Institute**
- 13th June 2023 Highways, Lighting & Transport Committee
- 27th June 2023 Planning & Building Committee – *Rotherfield Memorial Institute*
- 29th June 2023 Parish Council Meeting

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

Cllr A Martin tendered his apologies for the 16th May Planning & Building Committee meeting.

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

- Cllr Turner had met with Katherine Jennings, a local business owner, who wanted to run a project mapping business in the parish. The Council agreed this would be a good project and offers their support in principle.
- Cllr Martin reported that he had still not heard from the CCTV contractor regarding access. **Clerk** will chase this up.
- Deputy Clerk reported that he had received the short-wave radios from a former Councillor. Cllr Harris asked that these be passed to Cllr Turner for use as part of the REACT plan. **Deputy Clerk** to pass radios on.

Chair declared the meeting closed at: **21:03**

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