



**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 27<sup>th</sup> April 2023 AT 19:30  
AT MARK CROSS COMMUNITY CENTRE**

**PRESENT**

Cllr R Harris (Chair)  
Cllr P Turner  
Cllr J Richardson  
Cllr P Snelling

Cllr J Fryatt  
Cllr A Martin  
Cllr L Buck

Cllr D Hiles  
Cllr J Kitchenham  
Cllr N Wickenden

**COUNCILLORS ABSENT**

None

**ALSO PRESENT**

Adam Hardy (Parish Clerk), Trevor Thorpe (Deputy Parish Clerk),  
Cllr G Taylor (East Sussex County Council) & Cllr K Obbard (Wealden District Council)

**1. TO RECEIVE THE FOLLOWING: -**

**a) Public forum.**

None

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

Apologies for absence were received from: Cllr B Johnstone, Cllr P Kember, and Cllr G Watson-Smith

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

Cllr P Dixon (Wealden District Council) & Cllr B Standley (East Sussex Country 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 P Turner declared an interest in item 4iii as he is a Trustee of Rotherfield Millennium Green. He will not vote on the application.

**d) District and County Councillor reports.**

- Cllr G Taylor (East Sussex County Council)
  - Cllr Taylor reported that she was following up on a meeting held in 2022 regarding speeding vehicles on the A267. The Council could consider funding a speed data

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- gathering on this road at Mark Cross. **Deputy Clerk** to add an item to the 13<sup>th</sup> June Highways, Lighting & General Purposes Committee agenda.
- Clerk also asked if Cllr Taylor had reviewed the speed data gathered on the A26. Cllr Taylor confirmed she would review and report back to the Council. **Clerk** to send A26 speed data to Cllr Taylor.
- Cllr Taylor updated the Council that potholes are being dealt with as quickly as possible but please keep reporting them.
- Cllr Taylor reported that the new Highways Contract starts on the 1<sup>st</sup> May and there could be some transitional teething issues so please bear with Highways.
- The Clerk asked Cllr Taylor if she could investigate to see when the Strengthening Local Relationships meetings would be resumed. Cllr Taylor said she would investigate and report back.
- Cllr Fryatt asked if Cllr Taylor would meet with him regarding dangerous parking at Eridge Station. Cllr Taylor agreed to visit the station with Cllr Fryatt and investigate.
- Cllr K Obbard (Wealden District Council)

*A report from Cllr Obbard had been circulated to Councillors ahead of the meeting.*

- Cllr Obbard thanked the Council for making him feel welcome and working together over the past four years. The Chair thanked Cllr Obbard for all his support and invited him to attend the Annual Parish Assembly.

**e) Minutes of the Parish Council meeting held on 30<sup>th</sup> March 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 adjusted the earmarked reserves as per the actions of the 30<sup>th</sup> March Parish Council Meeting. A report has been circulated to Councillors for this meeting.
- Clerk confirmed that an item to discuss the Speed Reduction Measures on the A26 has been added to the 13<sup>th</sup> June Highways, Lighting & Transport Committee meeting agenda.
- Clerk reported that he had not yet written to East Sussex County Council regarding Snow Warden training but will do so shortly.
- Clerk reported that he had updated the record and website to reflect Cllr Jeremy Fryatt's appointment to the Highways, Lighting & Transport Committee.
- Clerk reported that the match funded campaign for the repairs to the church clock is set up and under away. Donations are coming in at a steady pace.
- Clerk reported that an item to discuss lamppost maintenance and energy has been added to the 13<sup>th</sup> June Highways, Lighting & Transport Committee meeting.
- Clerk reported that he had asked the CCTV contractor to make contact with Cllr Martin.
- Clerk reported that an item to discuss the New Road junction had been added to the 13<sup>th</sup> June Highways, Lighting & Transport Committee.

**2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF MARCH 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 31<sup>st</sup> March 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.

Clerk reported that the Finance & General Purposes Committee would like to suggest the following changes to the budget:

- Coronation Budget (4159) to be increased to £2,500.00.
- Cost Code (4208) to be renamed, 'Mark Cross & Eridge Projects'.
- Footpaths Budget (4250) to be increased to £2,500.00.
- Dog Bins Mark X and Hornshurst (4256) to be increased to £1,000.00.
- Dog Bins - Millennium Green (4363) to be increased to £1,000.00.
- Create a cost code for REACT with a budget of £5,000.00 this will sit under the Recreation & Burial Committee.

Cllr Turner explained the suggested budget items for REACT. The budget was a draw down amount and it was likely that it would not all be spent.

It was **RESOLVED** to amend the 2023/2024 budget to include these changes. **Clerk** to make changes to the 2023/2024 budget.

## ii Approval of payments.

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

### **PAYMENTS & RECEIPTS FOR APRIL 2023 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 - April 23	£91.00
Rotherfield Sports Club	4340	302	Grounds Maintenance - April 23	£368.75
BT Business Broadband	4409	302	CCTV Broadband - April 23	£47.10
Cloudy Group Ltd	4110	101	Rialtas Hosting - April 23	£76.56
Veolia	4391	303	Village Hall Bin Emptying - April 2023	£73.20
Rotherfield Memorial Institute	4125	101	RMI Booking -19th April 2023	£12.50
Teambase	4110	101	Clerk Stationery (1)	£15.72
Teambase	4110	101	Clerk Stationery (2)	£91.65
Rotherfield Village Hall	4125	101	Village Hall Booking - 4013	£12.00
Rotherfield Village Hall	4125	101	Village Hall Booking - 4006	£16.00
Rotherfield Village Hall	4125	101	Village Hall Booking - 4005	£32.00
Phil Ireland	4252	203	Street Sweeping - March 23	£290.00
Phil Ireland	4364	302	Litter Picking - March 23	£145.00
Sweeny	4360	302	Allotment Rental 1st Part	£500.00
Tollwood Garden Services	4393	303	Ashes Internment HBG	£100.00
Tollwood Garden Services	4389	302	Court Meadow Green (1)	£35.00
Tollwood Garden Services	4341	303	Village Hall & Rec (1)	£317.00
Tollwood Garden Services	4257	203	Highways (1)	£274.50
Tollwood Garden Services	4257	203	Highways (2)	£46.50
Tollwood Garden Services	4380	303	St Denys' Burial Ground (1)	£329.50
Tollwood Garden Services	4381	303	Hornshurst Burial Ground (1)	£118.00
Tollwood Garden Services	4381	303	Hornshurst Burial Ground (2)	£58.50

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Tollwood Garden Services	4250	203	St Cheron Twitten (1)	£200.00
Tollwood Garden Services	4389	302	Court Meadow Green (2)	£35.00
Tollwood Garden Services	4341	303	Village Hall & Rec (2)	£46.50
Tollwood Garden Services	4341	303	Village Hall & Rec (3)	£199.50
Tollwood Garden Services	4389	302	Court Meadow Green (3)	£35.00
Tollwood Garden Services	4255	203	Station Road Pavement	£85.00
Tollwood Garden Services	4381	303	Hornshurst Burial Ground (3)	£58.50
Rotherfield Memorial Institute	4125	101	RMI Booking - 25th April 2023	£22.50
Rotherfield Memorial Institute	4125	101	RMI Booking - 11th May 2023	£30.00

**Total** **£3,762.48**

#### Other Payments

Mark Cross Community Centre	4159	102	Coronation Celebration Funding	£500.00
TN6 Electrical	4222	202	Solar Light Installation	£65.00
KPS Contractors Ltd	4393	303	Grave Digging Plot 1404	£580.50
Newman Business Solutions Ltd	4159	102	Coronation Posters	£190.00
ESALC Limited	4120	101	ESALC & NALC Renewal 2023	£974.06
Newman Business Solutions Ltd	4155	102	Millennium Green Flyer for Newsletter	£120.00
Direct 365	4391	303	Excess Waste Charges	£13.25
Rotherfield St Martin	4155	102	Micro Newsletter	£1,360.84
Beverley Johnstone	4159	102	Coronation Bunting	£29.90
Rialtas Business Solutions Ltd	4120	101	Rialtas Software Subscription 2023	£271.14
TDP Limited	4159	102	Coronation Benches	£1,669.06
Hacker Home Improvements	4113	101	Roof Plaster Repairs Deposit	£250.00
Hacker Home Improvements	4113	101	Roof Plaster Repairs & Investigation	£798.36
Figtree Fencing	4250	203	St Cheron Twitten Access Gate	£1,167.01
Figtree Fencing	4380	303	Old Burial Ground Fencing Extension	£1,297.56

**Total** **£9,286.68**

#### 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
Adobe System Software Ltd	4110	101	Adobe Pro - April 23	£19.97

**£51.15**

**£51.15**

#### SURGERY PAYMENTS FOR APRIL 2023

Sussex Primary Care	4399	305	Surgery Costs - May 2023	£629.08
Tollwood	4405	305	Leaf collection & Tidy	£30.00

**£659.08**

#### RECEIPTS FOR APRIL 2023

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

Staff Costs - includes Tax, NI,  
pension and expenses

Total figure reported separately

**£4,474.11**

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

- Spending was agreed to make safe two sections of the ceiling of Rotherfield Memorial Institute. Spending was authorised by Cllr Johnstone & Cllr Harris and recorded by the Clerk in accordance with Financial Regulations Section 4 subsection 1. Spending included a deposit of £250.00 and a final payment of £798.36. This work will be a grant to Rotherfield Memorial Institute.

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Cllr Martin stated that he felt this action had been taken inappropriately, against the Rotherfield Memorial Institute Management Committee Terms of Reference and the Council's Financial Regulations. He felt that the change in resolved action should have been discussed before any action taken.

Clerk replied that the decision had been taken by the Council in its capacity as Sole Trustee as it was clear this was an urgent Health & Safety Matter. Therefore, the Terms of Reference of the Management Committee did not apply. The provisions for emergency and urgent spending under Section 4.ii of the Financial regulations should sit alongside the need for urgent payments where an issue might cause the Council to be in breach of other legislation, in this case the Health & Safety at Work Act 1974. In his view he was satisfied proper practice had been followed.

Cllr Buck wished it recorded that she felt Cllr Martin had a conflict of interest in this matter and that the Council had reacted in the correct manner.

Cllr Martin expressed concern that the final course of action had been decided upon before the Rotherfield Management Committee meeting on the 20<sup>th</sup> April. Cllr Harris said this was not the case.

Councillors **AGREED** that the work was necessary and had been carried out to address a Health & Safety issue. The Chair moved the meeting on.

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

A motion was put under Schedule 12A - Local Government Act 1972 to exclude the press and public from the meeting for the duration of this item.

It was **RESOLVED** to exclude the public and press under Schedule 12A – Local Government Act 1972.

The public were readmitted to the meeting.

Cllr Richardson reported that the Council had been updated on regular staffing matters.

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

#### **i. Approval of the Council's draft accounts for 1st April 2022 to 31st March 2023**

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

The Clerk presented the Council's DRAFT accounts for the 2022-2023 financial year.

It was **RESOLVED** to accept the DRAFT accounts. The final accounts and Annual Governance and Accountability Return (AGAR) will be circulated following the accounting system closedown from RBS and Internal Audit.

**ii. Approval of Grant applications recommended for payment at the Finance and General Purposes Committee meeting.**

<b>Organisation</b>	<b>Amount</b>	<b>Notes</b>
Rotherfield Pre-School	£750.00	<i>Rent Return</i>
Citizens Advice Bureau	£375.00	
Bonfire Society Christmas Lunch	£500.00	<i>Community Engagement Initiative.</i>
Bonfire Society Carnival	£896.00	

Cllr Buck wished it to be noted that we should be careful not to set precedents when making grants and each application should be considered individually regardless of previous applications made.

It was **RESOLVED** to approve the grant requests as per the table above **Clerk** to write to successful applicants and arrange payment. .

**iii. Consider a Grant Application from Rotherfield Millennium Green Trust**

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

Cllr Turner spoke to the application being considered.

It was **RESOLVED** to make a grant of £500.00 to the Rotherfield Millennium Green Trust. **Clerk** to write to Trust confirming the grant and arrange payment.

Cllr Martin wished it to be recorded that he abstained on voting for this motion.

**iv. Consider a Grant Application from Mark Cross Youth Club.**

*Documents related to this application had been circulated to the Councillors ahead of the meeting.*

It was **RESOLVED** to approve the grant application for £100.00. **Clerk** to contact the applicant and arrange payment.

Cllr Fryatt asked if Councillors could visit the project to support its leaders. **Cllr Fryatt** to make contact with the Mark Cross Youth Club leader and arrange a visit.



v. **Discuss and agree arrangements for an Extraordinary Parish Council Meeting to consider Wealden Planning Applications WD/2023/0880/PO & WD/2023/0893MEA – Land at Court Farm.**

*Documents related to this matter had been circulated to Councillors ahead of the meeting.*

The Clerk reported that an Extraordinary meeting of the Parish Council had been arranged for Wednesday 17<sup>th</sup> May at 8:00pm in the Village Hall.

Due to the large amount of documentation with this application it was **AGREED** that Councillors would research particular areas so an informed recommendation could be made. The following division was **AGREED**:

Design & Site Layout	Cllr D Hiles
Highways & Access	Cllr A Martin
Biodiversity & Sustainability	Cllr R Harris
Sewage & Water	Cllr B Johnstone
Conservation & AONB	Cllr P Snelling
S106 Variation	Cllr P Kember

vi. **Chair's message of thanks to retiring Councillors.**

Cllr Harris wished the thanks of the Council to be recorded in the minutes for the service of Cllr Norman Wickenden and Cllr Graham Watson-Smith. The Chair invited them to attend the Annual Parish Assembly where thanks to Councillors who are retiring will be made.

Cllr Richardson thanked Cllr Wickenden for his service especially when she was newly co-opted to the Council. A cake baked by Cllr Richardson Was presented.

The meeting took a convenience break at: 20:47

The meeting was resumed at: 20:59

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

- 4<sup>th</sup> April 2023 Planning & Building Committee
- 18<sup>th</sup> April 2023 Finance & General Purposes Committee

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

**a) Meetings attended on behalf of the Parish Council.**

- Cllr Turner had attended a meeting of Rotherfield Millennium Green and gave the following report:

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As previously reported the RMGT is participating in the Big Help Out on Monday May 8th as part of the Coronation weekend celebrations. There will be a variety of volunteering opportunities including work on the improvements to the Forest School.

The Trustees did a site walk on Tuesday April 18th to identify works that need to be done over the coming months – including for the Big Help Out.

Michael White is stepping down as Chair at the next Trustees meeting (May 11th).

- Cllr Turner had Chaired a meeting of the REACT team and gave the following report:

The current team met on April 13th to continue planning.

Using his experience in emergency preparedness and resilience a parishioner, Mike Underhill, has volunteered to produce 'action cards' based on various event scenarios (power outage, water outage, wind storm, wild fire, snow etc). These will help inform the resources needed to support the initiative as well as how best to deploy volunteers. Mike works for Maidstone & Tunbridge Wells NHS Trust and due to the NHS strikes there has been a delay in finalising the action cards. Mike is meeting with ESCC on our behalf to discuss the plan.

A further communication is going out with the Parish mini newsletter as well as a soft callout for volunteers as part of the Big Help Out volunteering starting on May 8th. As part of the newsletter vulnerable people are being asked to provide their details to RSM so that there is a comprehensive list that can be passed to the emergency services or used by our volunteers in the event of need. GDPR is being looked after by RSM.

Role Descriptions and an Organisational Design have been developed and an initial list of resources compiled with £5k of budget requested and granted. Approaches are beginning to be made to individuals about key roles.

As soon as the action cards are agreed and finalised the next stage of planning can take place. We are aiming to get this stage of planning completed by the end of May.

- Cllr Fryatt reported that his arranged meeting with the Spa Valley Railway had been rescheduled.
- Cllr Harris reported that he had attended a meeting of Rotherfield Village Hall and that decorations works are still on course to commence next month.
- Cllr Harris received confirmation from the Sports Club that they were hoping to shift the sand delivered to the Recreation Ground Car Park asap. The works are all weather dependent and it is hoped it will improve soon.
- Cllr Richardson asked Councillors to attend the Art Club exhibition on Friday 28<sup>th</sup> April if possible.

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## **b) Clerk's updates and issues.**

- Clerk reported that many meeting dates, times and venues have had to be changed to fit in time for the Council's first consultation on the Land at Court Farm Housing application to be considered. Please could Councillors check their revised meeting schedules.
- Clerk reported that he had received an email from the Rotherfield Protection Group to discuss the forthcoming development on Land at Court Farm. This meeting can take place on the understanding that if a body came forward who supported the application, we would also meet with them if requested. The proposed date is Tuesday 2<sup>nd</sup> May and it is hoped as many Councillors as possible will attend. The Clerk will confirm the date and time shortly.
- Clerk reported that Rotherfield Parish Council is an uncontested election, and 11 candidates will be elected. Two vacancies for co-option can be offered from the 6<sup>th</sup> June 2023.
- Clerk reported that the District Council seat of Hadlow Down & Rotherfield was uncontested and Michael Lunn of the Conservative Party was elected. We look forward to working with him in the future.
- Clerk reported that the Coronation Committee had met and all the plans for marking the Coronation were in hand.

## **c) Items for the next Parish Magazine column.**

- Latest SID Stats
- Clock Repair Fundraising
- Coronation Celebration Photos
- Retirement of Cllr N Wickenden & Cllr G Watson-Smith
- Grant Recipients

## **7. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.**

- Local Councils Update – April 2023

## **8. TO RECEIVE INSPECTION BOOK & REPORTS.**

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

- 13<sup>th</sup> April 2023                      Hornshurst Burial Ground Inspection Report  
   Playground Inspection Report  
   Recreation Ground Inspection Report

Cllr Harris added that unfortunately, the Old Burial Ground Bees had passed away in the hive. He has asked Cllr Watson-Smith to source a new swarm.

Cllr Harris reported that he had inspected the reported damage to the climbing frame at the Recreation Ground and will effect repairs in the next couple of days.

## 9. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 11<sup>th</sup> May 2023 Parish Council Meeting including Annual Meeting of the Parish Council. – **Rotherfield Memorial Institute**
- 16<sup>th</sup> May 2023 Planning & Building Committee
- 17<sup>th</sup> May 2023 Extraordinary Parish Council Meeting. – **8:00pm**

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 THE CLERK IN ADVANCE OF THE MEETING FOR INVESTIGATION, FURTHER ACTION OR FOR FUTURE AGENDA.

- Cllr Martin reported that he had deployed SID on the approach to Court Farm so that data could be gathered in time for considering our recommendation on the planning applications.
- Cllr Buck reported that the improvements to the Fibre Broadband network would be starting in the next month.
- Cllr Wickenden asked if there was any progress with the replacement of the damaged bin at Town Row. **Deputy Clerk** to chase Coppard's for an update.
- Cllr Kitchenham asked if a review of the lampposts along Catts Hill could take place. Clerk reminded Councillors that an item had been placed on the 13<sup>th</sup> June Highways, Lighting & Transport Committee meeting agenda.

Chair declared the meeting closed at: **21:25**

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