



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

**MINUTES OF AN EXTRAORDINARY MEETING OF THE PARISH COUNCIL  
HELD ON TUESDAY 11<sup>TH</sup> JULY 2023 AT 19:30  
IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL**

**PRESENT**

Cllr B Johnstone (Vice-Chair)  
Cllr J Richardson  
Cllr C Southern

Cllr J Fryatt  
Cllr P Turner

Cllr D Hiles  
Cllr J Kitchenham

**COUNCILLORS ABSENT**

None

**ALSO PRESENT**

Adam Hardy (Parish Clerk), Trevor Thorpe (Deputy Clerk) & 1 candidate for co-option.

*Parish Clerk will clerk Items 1-2. The Deputy Parish Clerk will clerk items 3-5*

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

**a) Public forum.**

None

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

Apologies for absence were received from: Cllr R Harris, Cllr P Snelling, Cllr P Kember, Cllr L Buck.

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

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

None

**d) Minutes of the Parish Council meeting held on 29<sup>th</sup> June 2023 for approval as a true record.**

It was **RESOLVED** that these were a true record of the meeting and signed by the Chair.

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

**29<sup>th</sup> June 2023 Parish Council Meeting:**

- Clerk reported that he had sent documentation on the A267 resurfacing to Cllr Standley.
- Clerk reported that he had written to Family Support Work and the Rotherfield Baby and Toddler group confirming their successful grant applications.
- Clerk has accepted the quote from Warren Drives for resurfacing the Twitten and asked East Sussex Rights of Way for a contribution.

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

**Tel:** 07969512099. Email: [Clerk@rotherfieldparishcouncil.co.uk](mailto:Clerk@rotherfieldparishcouncil.co.uk)

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- Clerk has written to CTP Consulting Engineers accepting their quotation for the cemeteries inspections.
- Clerk has accepted the quote from SHE Landscapes to install the Coronation Benches.
- Clerk reported he had made arrangements for the grant of £10,000.00 to be paid to Rotherfield Memorial Institute.
- Clerk confirmed that representatives from South East Water will attend the 31<sup>st</sup> August Parish Council meeting.

### **7th February 2023 Rection & Burial Committee Meeting:**

- Deputy Clerk reported that no action had taken place on the grass bin at the Recreation Ground or the spoil bin at Hornshurst Cemetery. Cllr Martin confirmed that our regular contractor was still willing to do the job but had not been instructed correctly in the past. It was **RESOLVED** to get a fresh quote for repairs and emptying of both bins. **Cllr Martin** in conjunction with the **Clerk** to obtain a quote.
- Deputy Clerk reported that the Bowls Club access path had been inspected and was deemed to be sufficient but could be scraped down. **Deputy Clerk** to ask James Valentine to undertake this work.
- Deputy Clerk reported that no further action had been taken on the Commonwealth War Grave signage. **Deputy Clerk** to progress this matter.

## **2. TO RECEIVE A CANDIDATE TO FILL A PARISH COUNCILLOR VACANCY BY CO-OPTION FOR THE MARK CROSS & ERIDGE WARD**

Councillors asked to interview the candidate for co-option.

It was **RESOLVED** under Schedule 12 of the Local Gov Act 1972 to exclude the public and press whilst Councillors deliberated.

The public and press were invited back in. It was **RESOLVED** to Co-Opt Claire Southern as Councillor for Mark Cross & Eridge Ward.

The meeting was suspended – whilst Cllr Southern signed her declaration and acceptance of office forms.

The meeting resumed and Cllr Johnstone asked Cllr Turner to Chair the remainder of the meeting.

## **3. ON BEHALF OF THE RECREATION & BURIAL COMMITTEE - RECEIVE INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURES AS REQUIRED**

### **i. Receive committee financial reports and agree any actions required.**

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

The Committee **NOTED** the reports.

### **ii. Review rules regarding pre-purchase of burial and ashes interments, provision of double-depth ashes plots and pricing.**

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Deputy Clerk reported that pre purchase of plots was discontinued in April 2016 as plots were being purchased but not used. Exclusive Rights of Burial expire after 75 years and those for Ashes Plots for 40 years.

It was **RESOLVED** that the rules on pre purchase and double depth plots are to remain unchanged.

**iii. Consider further fencing works and infrastructure improvements at the Parish Cemetery.**

It was **RESOLVED** that fencing around the remainder of Hornshurst Burial Ground should now be considered and a quote obtained. **Deputy Clerk** to arrange quotations for consideration.

Councillors reported that before any work was undertaken the ditch bordering the cemetery should be cleared. **Clerk** to obtain quotation for this when requesting a quote for clearance of the spoil bins.

Clerk asked Councillors to consider an extension to the cemetery path down to the Platinum Jubilee tree as interments are now taking place below where the path ends. It was **RESOLVED** that quotes would be obtained for this work alongside relocation of the bench at the bottom of the path to under the Platinum Jubilee tree. **Clerk** in conjunction with Cllr Turner to arrange quotations for this work.

**iv. Review the condition of the netting adjacent to the Bowls Club and arrange repair if needed.**

It was **AGREED** that the condition of the netting was deteriorating and that it probably no longer protected the Bowls Club adequately from sports on the Recreation Ground. However, the netting is the responsibility of the Bowls Club and not the Parish Council. The Clerk suggested that it might be possible to make a grant towards repairs if required. **Cllr. Turner** to approach the Bowls Club and enquire if they need assistance with the repairs.

**v. Receive annual safety inspection report for the children's playground and agree any required actions.**

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

Wicksteed have undertaken the annual inspection and their report does not identify any high risks. It was **RESOLVED** to note the report and continue with regular inspections of the play equipment.

**vi. Discuss the future of the Multi Use Games Area project and the allocation of reserve funds.**

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The Clerk and Cllr Johnstone outlined the history of the Multi Use Games Area Project (MUGA). The Clerk expressed concerns regarding the CIL Monies assigned to this and the time limitation placed upon their spending.

After discussion, it was **RESOLVED** that this project will not be progressed further by the Council.

It was **RESOLVED** to transfer £12,500.00 from the EM MUGA Reserve back to EM CIL Reserves.

It was **RESOLVED** to transfer £12,500.00 from EM MUGA Reserve to EM General Reserves

**Clerk** to make the necessary changes in the accounting system.

**vii. Receive and discuss the annual inspection report of Rotherfield Scout Hut**

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

Councillors **Noted** the report.

It was **RESOLVED** that the PAT testing required would be undertaken when the next electrical safety inspection was due early next year.

It was **RESOLVED** that repairs to the fire exit steps would be undertaken with slabs being laid to increase their longevity. **DEPUTY CLERK** to get quotes for repairs and improvements.

**Clerk** will liaise with James Valentine for the tidying of the undergrowth around the building.

**viii. Discuss and review the role of the Old Burial Ground Volunteers.**

Cllr Turner would like to reinvigorate this group within the Health & Safety Limits required. It was **AGREED** that this was a good idea. The Clerk reminded Councillors that a Councillor needs to be present at each meeting of the Volunteers.

**4. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.**

- |                                 |                               |                                |
|---------------------------------|-------------------------------|--------------------------------|
| • 20 <sup>th</sup> July 2023    | Parish Council Meeting        | Rotherfield Memorial Institute |
| • 7 <sup>th</sup> November 2023 | Recreation & Burial Committee | Rotherfield Village Hall       |

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

None

Chair declared the meeting closed at: **21:20**

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