



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 26TH OCTOBER 2023 AT 19:30 IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL

PRESENT

Cllr R Harris (Chair)
Cllr B Johnstone (Vice-Chair)
Cllr P Snelling

Cllr J Richardson
Cllr P Turner
Cllr A Martin

Cllr P Kember
Cllr J Kitchenham

COUNCILLORS ABSENT

ALSO PRESENT

Adam Hardy (Parish Clerk & RFO), Cllr M Lunn (Wealden District Council) & 1 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 J Fryatt, Cllr C Southern, Cllr D Hiles & Cllr L Buck.

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

Cllr Bob Standley (East Sussex County Council) had also tendered apologies for the meeting.

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

- Cllr Richardson declared an interest as she was receiving reimbursement on the payment run.

d) District and County Councillor reports.

- Cllr M Lunn (Wealden District Council)

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

- Cllr Johnstone asked about the closure of the Rotherfield Recycling site. The Clerk confirmed that this had been set for March 2024 with the Council receiving official notification in January 2024.

Cllr Lunn clarified that this was a decision recommended by officers and three reasons had been listed:

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- 1) The sites are often fly-tipped.
- 2) The household recycling collection means that people recycle more at home and do not visit the recycling sites.
- 3) A lot of material being deposited at these sites was not recyclable and sites are open to abuse by businesses and other commercial users.

The Council are clear that the site in Rotherfield Millennium Green Car Park is well-used and its loss would be a great loss to the area possibly encouraging fly-tipping.

It was **RESOLVED** that Cllr Lunn take our position back to Wealden District Council and that the Clerk would write to the portfolio holder and officers at Wealden. **Clerk** to draft a letter and send it to Wealden.

The Chair allowed the member of the public to address the Council requesting the Council ask Cllr Standley at what date was footpath 32a demoted from a 'promoted path'. **Cllr Standley** to please advise Clerk.

e) Minutes of the Parish Council meeting held on 28th September 2023 for approval as a true record.

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

f) Minutes of the Extraordinary Parish Council meeting held on 10th October 2023 for approval as a true record.

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

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

- Clerk reported that he had contacted Wealden and they are unable to provide an update on future CiL payments for this financial year at present.
- Clerk reported that the remedial work on the St Cheron Twitten has been completed.
- Clerk reported that the installation of an external socket and timer for the Christmas lights was now arranged. All other matters regarding the Christmas lights are now in hand.
- Clerk confirmed that he had written to Rotherfield Primary School confirming their grant.
- Clerk has notified the REACT team that the Rotherfield Parish Emergency Action Plan has been officially adopted by the Parish Council.
- Clerk reported that the Honorary Freedom of the Parish had been presented to Rev Canon Nigel Mason.
- Clerk confirmed that he had spoken with the resident regarding the Article 4/2 Direction.
- Clerk confirmed that the contractor had completed the lower cemetery cut and Mark Cross Millennium Green.
- Clerk confirmed that he had sent all planning responses from the Extraordinary Parish Council meeting on the 10th October.

2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF SEPTEMBER 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 30th September 2023 was presented for all of the Council's bank accounts.

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

ii Approval of payments.

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

Regular Payments				
Invoice/payer details	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	Amount - VAT included where applicable
Rotherfield Sports Club	4340	302	Grounds Maintenance	£368.75
BT Business Broadband	4409	302	CCTV Broadband	£47.10
Cloudy Group Ltd	4110	101	Rialtas Hosting	£76.56
Veolia	4391	303	Village Hall Bin	£58.56
Tollwood Garden Services	4252	203	Street Sweeping	£110.00
Phil Ireland	4364	302	Litter Picking	£392.00
Rotherfield Memorial Institute	4125	101	RMI Booking - 144	£20.00
Teambase	4110	101	Clerk Stationery (2)	£77.94
Rotherfield Village Hall	4125	101	Village Hall Booking: 4142	£12.60
Rotherfield Village Hall	4125	101	Village Hall Booking: 4133	£16.80
Rotherfield Village Hall	4125	101	Village Hall Booking: 4132	£16.80
Tollwood Garden Services	4341	303	Village Hall & Recreation Ground (1)	£5.00
Tollwood Garden Services	4380	303	St Denys' Burial Ground (1)	£30.00
Tollwood Garden Services	4341	303	Village Hall & Recreation Ground (2)	£120.00
Tollwood Garden Services	4341	303	Village Hall & Recreation Ground (3)	£199.50
Tollwood Garden Services	4257	203	Highways (1)	£165.00
Tollwood Garden Services	4389	302	Court Meadow Bench	£40.00
Tollwood Garden Services	4380	303	St Denys' Burial Ground (2)	£329.00
Tollwood Garden Services	4257	203	Danegate Triangle	£70.00
Tollwood Garden Services	4407	302	Mark Cross Millennium Green	£50.00
Tollwood Garden Services	4393	303	Ashes Plot	£103.00
Tollwood Garden Services	4341	303	Pre-School Gutters	£40.00
Mark Cross Community Centre	4125	101	MCC Booking	£36.00
Total				£2,384.61
Other Payments				
KPS Contractors Ltd	4393	303	N226 in Parish Cemetery	£638.56
Keith Driver - Sports Turf Contractor	4343	302	Bowls Club Pitch Works	£2,940.00
Teambase	4110	101	Deputy Clerk Stationery (1)	£75.57
Teambase	4110	101	Deputy Clerk Stationery (2)	£45.00
T.C. Woodgate Tree Surgery LTD	4341	302	Rec Tree Works	£1,680.00
Quickfix UK Limited Engrave t all Ltd	4114	101	Parish Office Door Sign	£38.99
Teambase	4110	101	Clerk Stationery (1)	£124.58
SEH LANDSCAPES LTD	4250	203	St Cheron Twitten Levelling	£420.00
Mulberry & Co	4120	101	Internal Interim Audit 2023/2024	£211.74
TN6 Electrical Ltd	4221	202	Mark Cross Community Centre Bollard Repair	£160.00
Sam Reilly Carpentry & Joinery	4113	101	RMI Windows	£12,756.00
Peter Mannington	4343	302	Verti-Drain Pitches	£1,020.00
Cllr J Richardson	4110	101	Printer Ink Reimbursement	£38.25
Wealden District Council	4135	101	May 2023 - Election Costs	£1,642.05
Total				£21,790.74

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Surgery payments	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	Amount
Sussex Primary Care	4399	305	Surgery Costs	£629.08
				£629.08
Staff Costs - includes Tax, NI, pension and expenses			Total figure reported separately	£5,061.30

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

- Clerk reported that in order to minimise disruption and to take advantage of current material costs. It was agreed to engage Alec Gould Contracting for the completion of the Rotherfield Cemetery Fencing at a cost of £2,728.00+VAT. This was proposed by Cllr Martin and approved by Cllr Turner and Cllr Harris.

3. RECEIVE REPORTS, UPDATES & RECOMMENDATIONS REGARDING PERSONNEL

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

i. Discuss and agree variations to Senior Clerk and Responsible Finance Officer Contract.

All items presented were **RESOLVED** by the Council.

The press and public returned to the meeting.

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

i. Receive and note the External Auditor Report for 2022/2023

Clerk presented the External Auditor Report for 2022/2023 to the Council.

It was **RESOLVED** to note the External Auditor's Report.

ii. Discuss and note response to the Wealden District Council Review of Polling Districts and Polling Places.

It was **RESOLVED** that the three polling places in the parish were well suited and no changes were required.

iii. Review and adopt the following policy and governance documents:

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

Standing Orders:

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It was **RESOLVED** to renew the Standing Orders subject to a change in item '3g' to allow public speaking for three minutes rather than two. **Clerk** to amend Standing Orders and publish on the Council's website.

Risk Assessment & Risk Management Policy:

It was **RESOLVED** to renew the Risk Assessment & Risk Management Policy. **Clerk** to publish on website.

iv. Discuss and agree Council's response to the Gatwick Airport DCO Application.

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

It was **RESOLVED** to support East Sussex County Council's response to the DCO Application. **Cllr Kember in conjunction with the Clerk** to construct and submit the Council's response.

v. Receive and note the Internal Audit Interim Report 2023/2024.

Clerk presented the Internal Audit Interim Report for 2023/2024.

It was **RESOLVED** to note the Internal Audit Interim Report.

Cllr Johnstone thanked the Clerk for his hard work in preparing for the audit.

vi. Receive the Members Allowances and Remuneration 2024/25 from Wealden District Council and consider response.

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

It was **RESOLVED** to note the report, but no response was required.

vii. Consider a response to the high weald AONB management plan 2024-2029.

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

Cllr Harris reported that he felt the report was fair and recommended that the Council endorse it.

It was **RESOLVED** to endorse the High Weald AONB Management Plan for 2024-2029. **Cllr Harris in conjunction with the Clerk** to send response.

viii. Discuss options for the Parish Council to promote water management and lobby Southern Water in relation to sewage dumping at Town Row.

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

It was **RESOLVED** to pursue funding for Water Butt provision across the Parish accepting help from Rotherfield Repairs to assist with Installation of Water Butts.

It was **RESOLVED** that Cllrs Kember and Johnstone would attend the tour of Redgate Mill Treatment works.

Clerk to report back to Dr Stephen Hall and agree next steps.

Cllr Kitchenham asked that the Council continue to lobby Southern Water regarding the discharge at Town Row. It was **RESOLVED** to continue lobbying regarding the sewage discharges. **Clerk** to write to Southern Water.

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

- a) **WD/2022/2074/F** - Stonehouse Farm, Brickyard Lane, Mark Cross, TN6 3QN
Single storey side extension on south elevation. **Amended Plans**

It was **RESOLVED** to recommend to Wealden District Council that this application be **APPROVED**. The Council had no further comments on the application.

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

- 10th October Planning & Building Committee

The Highways, Lighting & Transport Committee on the 17th October 2023 could not take place because the Committee was not quorate.

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

a) Meetings attended on behalf of the Parish Council.

- Clerk reported that he had met with Bob Bailey of the Mrs de Lannoy and Haven Homes Almshouse Charity. The charity has identified some suitable land within the Parish and is moving to engage with Wealden Planning. The Charity offered to update the Council in the new year.
- Clerk reported he had attended the Village Hall Management Committee meeting.
- Cllr Martin had attended a site meeting at the Pre-School regarding the ongoing support for their Klarogestor cesspit.
- Cllr Turner reported that he had attended the Sports Club Meeting. The Bowls Club will be putting forward a proposal for new netting and may approach the Council for some financial support.

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- Cllr Harris asked if the Sports Club could be asked about the maintenance of their cesspit as the emptying frequency did not sound adequate given the number using the Sports Club. **Cllr Turner** to raise with the Sports Club. Cllr Martin offered to monitor when he checks on the Recreation Ground.
- Cllr Kitchenham reported that he, Cllr Johnstone and Cllr Fryatt had met with Eridge residents to review the A26 Feasibility Study application. The residents were in support of the proposal and it was agreed the Feasibility Study application should now be submitted. **Deputy Clerk** to make submission.

b) Clerk's updates and issues.

- Clerk reported that there had been several instances of the new disability access gate being tied back on the St Cheron Twitten. Correspondence has also been received regarding this matter. It was **AGREED** that further instructions on operation would be added to the gate. **DEPUTY CLERK** to create instructions.
- Clerk suggested it might be a good idea to appoint some Standby Councillors to Committees who could be called upon in case of a Committee not being quorate. It was **RESOLVED** to make the following Committee appointments:

Highways, Lighting & Transport Committee Meeting:
Cllr Janice Richardson
Cllr Paul Turner

Recreation & Burial Committee:
Cllr A Martin
Cllr P Snelling.

It was **AGREED** that any planning items - that could not be agreed upon because a meeting was not quorate - could be dealt with by Full Council or under delegated powers.

Clerk to update Committee pages on the Council website.

- Clerk asked if Councillors wished to have the traditional Christmas social event after the December Parish Council Meeting. It was **AGREED** that the social should go ahead. **Clerk** to book venue.
- Clerk reported that he had asked our regular contractor to top up some graves which had been affected by the recent torrential rain.
- Clerk reported that he will place an item on the 21st November Planning & Building Committee meeting agenda to review this Council's motions concerning Southern Water and South East Water in light of the report given by Cllr Lunn. **Clerk** to add an item to 21st November Planning & Building Committee agenda.
- Clerk confirmed the arrangements for the laying of wreaths on Remembrance Day and Remembrance Sunday.

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- Clerk requested items for the forthcoming SLR meeting agenda. It was **AGREED** to have discussions on the following items:
 - Drainage at the junction of Station Road/New Road
 - Mark Cross Junction Reconfiguration
 - A26 Signage
 - A26 Refuges
 - New Road/South Street Junction Visibility Splays
 - Update on HGVs passing through Rotherfield Village Centre.

c) Items for the next Parish Magazine column.

- Christmas Lights
- Football Ground – Peter Ford Award
- REACT -*Cllr Turner to produce.*
- Rotherfield Memorial Institute Update -*Cllr Johnstone to produce.*
- St Cheron Twitten – *Cllr Turner to produce.*

8. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- Clerk had received correspondence from Rotherfield St Martin who had been approached by a resident of Hornshurst Road regarding the disability parking bay. **Clerk** to draft reply and copy in relevant Councillors.
- Clerk reported that he had received a letter from the Mayor of St Cheron.

9. TO RECEIVE INSPECTION BOOK & REPORTS.

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

- 14th October 2023 St Denys' Burial Ground Inspection Report

10. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 31st October Planning & Building Committee
- 31st October Community Engagement Committee
- 2nd November Extraordinary Highways, Lighting & Transport Committee – *Rotherfield Memorial Institute*
- 7th November Recreation & Burial Committee
- 21st November Planning & Building Committee
- 30th November 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.

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

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- Cllr Martin asked for an update on the Horses-Pass, Wide and Slow campaign. **Deputy Clerk** to provide an update.
- Cllr Harris informed Council that the Clerk, Cllr Harris and Cllr Johnstone would now be responsible for the deployment and data collection of SID.
- Cllr Martin expressed concern regarding matters relating to our regular and approved contractors. The Chair closed the discussion on this point and asked that it be a discussion point on a Future Full Council meeting agenda. **Clerk** to add to a future agenda.
- Cllr Richardson expressed her concern that the Deer Crossing Signs at High Cross had been put in the wrong place and only on one side of the road. **Deputy Clerk** to liaise with Cllr Richardson regarding suitable locations and quantity.

Chair declared the meeting closed at: **21:34**

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