



**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 NOVEMBER 2023 AT 19:30
AT MARK CROSS COMMUNITY CENTRE**

PRESENT

Cllr R Harris (Chair)
Cllr D Hiles
Cllr C Southern

Cllr L Buck
Cllr P Turner
Cllr A Martin

Cllr P Kember
Cllr J Kitchenham
Cllr J Fryatt

COUNCILLORS ABSENT

ALSO PRESENT

Adam Hardy (Parish Clerk & RFO), Trevor Thorpe (Deputy Clerk), , Cllr J Hulbert (Wealden District Council), Cllr B Standley (East Sussex County Council), & 1 Candidate for Co-Option

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 Richardson, Cllr B Johnstone and Cllr P Snelling

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

Apologies had also been received from Cllr M Lunn (Wealden District Council) and Cllr Georgia Taylor (East Sussex County Council).

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 added that he had raised concerns with East Sussex Highways regarding the volume of potholes on the road with winter weather approaching.

The Clerk read a report provided by Cllr Georgia Taylor (East Sussex County Council)

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A report from Cllr Michael Lunn (Wealden District Council) had been circulated to Councillors.

e) Minutes of the Extraordinary Parish Council meeting held on 17th November 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) Clerk's update on action items from previous meetings.

Updates from the 26th October Parish Council Meeting:

- Clerk confirmed that a letter to Wealden District Council regarding the closure of the Rotherfield recycling site has been sent.
- Clerk confirmed that Cllr Kember on behalf of the Council had submitted a response to the Gatwick Airport DCO Application.
- Clerk confirmed that Cllr Harris on behalf of the Council had submitted a response to the High Weald AONB Management Plan consultation.
- Clerk reported that he had communicated back to Dr Stephen Hall that the Council will pursue funding for Water Butt provision for households across the parish.
- Clerk reported that Standby Councillors had now been set up for the Highways, Lighting & Transport Committee and Recreation & Burial Committee. The Clerk requested that some Standby Councillors be considered for the Planning & Building Committee.
- Clerk confirmed that a venue had been booked for the Parish Council Christmas Party.
- Clerk confirmed that a response had been written to Rotherfield St Martin regarding the Disabled Parking Bay in Hornshurst Road.

Updates from the 17th November Extraordinary Parish Council Meeting:

- Clerk confirmed that the three motions agreed upon had been actioned.

2. TO RECEIVE CANDIDATES TO FILL A PARISH COUNCILLOR VACANCY BY CO-OPTION FOR THE MARK CROSS, BOARSHEAD AND ERDIGE WARD.

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

It was **RESOLVED** to Co-Opt Jerry Gosney as Councillor for the Mark Cross, Boarshead and Erdige Ward.

The meeting was paused to allow the successful candidate to sign their acceptance of office forms.

3. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF OCTOBER 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 31st October 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.

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ii Approval of payments.

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

PAYMENTS & RECEIPTS FOR NOVEMBER 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
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		£544.00
Rotherfield Memorial Institute	4125	101	Hall Booking		£15.00
Rotherfield Memorial Institute	4125	101	Hall Booking		£15.00
Rotherfield Memorial Institute	4125	101	Hall Booking		£15.00
Rotherfield Village Hall	4125	101	Hall Booking		£16.80
Rotherfield Village Hall	4125	101	Hall Booking		£16.80
Rotherfield Village Hall	4125	101	Hall Bookings		£50.40
Teambase	4110	101	Clerk Stationery (1)		£26.94
Rotherfield Memorial Institute	4125	101	Hall Booking		£10.00
Tollwood Garden Services	4257	203	Highways (1)		£100.00
Tollwood Garden Services	4257	203	Highways (2)		£71.00
Tollwood Garden Services	4381	303	Hornshurst Burial Ground (1)		£10.00
Tollwood Garden Services	4381	303	Hornshurst Compost (1)		£121.23
Tollwood Garden Services	4341	303	Village Hall & Rec (1)		£120.00
Tollwood Garden Services	4341	303	Village Hall & Rec (2)		£165.00
Tollwood Garden Services	4250	203	Chant Lane		£200.00
Tollwood Garden Services	4380	303	Old Burial Ground		£30.00
Tollwood Garden Services	4389	302	Court Meadow Green (1)		£20.00
Tollwood Garden Services	4389	302	Court Meadow Green (2)		£70.00
Tollwood Garden Services	4341	303	Village Hall & Rec (3)		£120.00
Tollwood Garden Services	4257	203	Highways (3)		£45.00
Tollwood Garden Services	4341	303	Village Hall & Rec (4)		£27.50
Tollwood Garden Services	4341	303	Village Hall & Rec (5)		£102.00
Tollwood Garden Services	4341	303	Village Hall & Rec (6)		£40.00
Tollwood Garden Services	4381	303	Hornshurst Compost (1)		£55.00
Total					£2,667.64
			Other Payments		
William J Clark	4257	203	Verge Mowing		£300.00
Adam Hardy	4110	101	Screwdriver Set - Parish Office		£9.88
Amber AC	4225	202	External Power Socket and Timer		£231.36
Rotherfield St Martin	4155	102	December Newsletter		£1,394.33
Fiona Wilson	4155	102	December Newsletter Admin		£230.00
Rotherfield St Martin	4368	302	REACT Flyer		£53.45
T C Woodgate	4341	302	Horse Chestnut Trees		£960.00
Direct 365	4391	303	Cemetery Bins		£473.65
St Denys' & St Mark's Parish Magazine	4110	101	Annual Subscription		£12.00
Blinds of all Kinds	4410	302	Village Hall Blinds		£365.58
JAKK Country Furniture Designs Ltd	4255	203	Finger Post Repairs		£613.68
Beverley Johnstone	4105	101	One Zero Training		£14.40
Sue Macklin	4120	101	HR Consultancy		£363.00
Total					£5,021.33

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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
Tollwood Garden Services	4405	305	Leaf Clearance	£100.00
Tollwood Garden Services	4405	305	Surgery Tidying	£137.50
				£629.08
Staff Costs - includes Tax, NI, pension and expenses				£7,332.39
Total figure reported separately				

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

None

4. RECEIVE REPORTS, UPDATES & RECOMMENDATIONS REGARDING PERSONNEL

None.

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

a) Discuss and resolve the Recreation & Burial Committee Budget request for the Precept 2024/2025

It was **RESOLVED** to put forward the following Committee budget for 2024/2025:

	301 - Capital Projects - Rec & Burial	2023/2024	AYTD	2024/2025
1327	New Picnic Benches	£0.00	£0.00	£0.00
4319	War Memorial	£0.00	£0.00	£0.00
4321	R & B Capital Projects	£5,000.00	£1,720.00	£5,000.00
4322	New Play Equipment	£1.00	£0.00	£1.00
4323	HGB Capital Expenditure	£50.00	£0.00	£5,000.00
4324	OBG Capital Expenditure	£50.00	£0.00	£50.00
4325	MUGA Project	£1,000.00	£0.00	£0.00
	Total	£6,101.00	£1,720.00	£10,051.00

	302 - Rec Grd and Other Open Spaces	2023/2024	AYTD	2024/2025
4340	Sports Club - Grounds Maintenance	£5,580.00	£2,581.00	£6,216.00
4341	Recreation Grounds Maintenance	£12,000.00	£9,331.00	£13,000.00
4343	Pitch Maintenance		£13,778.00	
4360	Allotments Rental	£0.00	£1,000.00	£0.00
4361	Car Park Maintenance	£500.00	£0.00	£500.00
4363	Dog Bins - Millennium Green	£1,000.00	£321.00	£1,000.00
4364	Litter Picking	£2,500.00	£1,570.00	£2,500.00
4365	Play/Gym Equipment Maintenance	£500.00	£120.00	£500.00
4367	R & B Health & Safety	£500.00	£0.00	£500.00
4368	REACT	£5,000.00	£0.00	£5,000.00
4386	Beacon/Flagpole Maintenance	£100.00	£0.00	£100.00
4387	Scout Hut Maintenance	£250.00	£0.00	£300.00
4388	CCTV Rec Maintenance	£200.00	£414.00	£200.00
4389	Court Meadow Green Maintenance	£1,650.00	£1,345.00	£2,000.00
4407	Mark X Millennium Green Maintenance	£550.00	£50.00	£650.00
4409	CCTV Broadband	£410.00	£373.00	£410.00
4410	Rotherfield Village Hall		£10,088.00	

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	Total	£30,740.00	£40,971.00	£32,876.00
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	303 - Burial Grounds	2023/2024	AYTD	2024/2025
303	Burial Fee Refunds	£1.00	£0.00	£1.00
4380	OBG - Maintenance	£8,000.00	£5,909.00	£9,000.00
4381	HBG Maintenance	£4,000.00	£3,701.00	£5,000.00
4391	Bin Emptying Costs inc Hall	£1,100.00	£423.00	£1,100.00
4393	Gravedigging costs	£1.00	£2,295.00	£1.00
4408	War Memorial Maintenance	£1.00	£0.00	£1.00
	Total	£13,103.00	£12,328.00	£15,103.00

Cllr Kember asked if we should be budgeting for any licencing fees related to the Mark Cross Millennium Green and Car Park. The Clerk confirmed that he had not had any response to his correspondence on this earlier in the year. Cllr Standley (East Sussex County Council) offered his assistance with this. **Clerk** to send email correspondence on this matter to Cllr Standley.

b) Consider and resolve a grant application from Good People Company.

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

Clerk reported that this application had been withdrawn.

i c) Receive reports and consider actions on a request from the Rotherfield Memorial Institute Management Committee in relation to the roof and drainage systems.

Cllr Kember reported that although the Management Committee was not in a position to update or make requests on drainage or roof yet, we would like to share the following update:

Plans have now been prepared and presented to the Management Committee that cover the following:

- improved downstairs layout giving more space and light, with a lift and improved staircase design, achieved by removing the present access to the cellar and an unnecessary corridor
- extension to downstairs kitchen by building out to the north site perimeter and rationalising WCs and storage space
- improved accessibility to first floor via lift
- conversion of Green Room into space comprising lift access, kitchen and two WCs
- improved separate access to Parish Office
- mezzanine area above Parish Office for flexible use

The Management Committee had passed following resolutions:

- 1) To instruct BLB to prepare detailed costings (a) for the entire project on the basis of the agreed plans, (b) for essential works on roofing, windows, heating and plumbing; and (c) to advise on the possible staging of work.

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- 2) To instruct RSA to prepare artist's sketches to complement the floor plans and elevation drawings.
- 3) To instruct KLW to prepare to present the agreed plans and planning considerations to the Parish Council and then to prepare for public consultation.

The Chair thanked Cllr Kember for the update.

i d) Receive an update on the renewal of the Village Hall lease.

Clerk reported that the renewal of the Village Hall lease was proceeding and that a cost estimate had been received from our Solicitors. The estimated fees for this work would be in the region of £2,500.00.

It was **RESOLVED** to accept the fee estimate and proceed with the renewal.

e) Discuss and agree action for purchase or rock salt for Parish Council salt bins.

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

It was **RESOLVED** to restock the central rock salt grit store ahead of the winter. **Deputy Clerk** to get prices and arrange for grit store to be replenished.

f) Receive communication and resolve action on request from Rotherfield Sports Club regarding the Bowls Club Fencing.

Cllr Turner updated the meeting on the request.

It was **RESOLVED** to make a grant of £5,000.00 towards the cost of the works.

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

- 21st October Planning & Building Committee

7. 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 REACT in which discussions had been had in relation to purchasing a container and other supplies. It is hoped to present a list to the next Parish Council meeting.
- Cllr Turner had attended a meeting of Rotherfield Sports Club. Apart from the Bowls Club fencing already discussed, the Sports Club confirmed they would assist us with our policy of no dogs on the Recreation Ground.

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- Cllr Kember has attended Energy Champion Training and he hopes to be able to use this knowledge to advise the Council and Parish. He will be attending the next module of the course.
- Cllr Martin reported that he had had a couple of meetings with Rotherfield Pre-School.

b) Clerk's updates and issues.

- Clerk requested that the Councillors let him know if they were going to attend the Christmas Party by the 8th December so we have an idea of numbers.
- Clerk informed Councillors that the Council Office will be closed from Saturday 23rd December 2023 until Tuesday 2nd January 2023. The Clerk will be dealing with urgent matters only during this time.
- Clerk reported that the RIALTAS end of year closedown options had been received and the Clerk would like the Council's permission to proceed with the silver option.
- Clerk confirmed that an election for a new Chair of Highways, Lighting & Transport Committee will take place at the December Parish Council Meeting.
- Clerk reported that Cllr Johnstone is no longer able to attend the tour of Redgate Mill Water Treatment Works. It was agreed that Cllr Gosney would attend.

c) Items for the next Parish Magazine column.

- Newly Co-Opted Councillor – Jerry Gosney
- Donation of Parish Honey to raise money for St Denys'
- Happy New Year from Rotherfield Parish Council.

8. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- Local Council Update – October 2023
- Local Council Update – November 2023
- Local Council Update – December 2023
- Rotherfield Sports Club provided us with a copy of their 2023/2024 insurance renewal. The Clerk confirmed all was in order.

9. TO RECEIVE INSPECTION BOOK & REPORTS.

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

Clerk reported that no inspection reports had been submitted this month. The Clerk reminded Councillors of the importance of completing these.

10. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

Date	Meeting	Venue
5 th December 2023	Planning & Building Committee	<i>Rotherfield Memorial Institute</i>
5 th December 2023	Finance & General Purposes Committee	<i>Rotherfield Memorial Institute</i>

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14 th December 2023	Parish Council Meeting	<i>Rotherfield Village Hall</i>
9 th January 2024	Planning & Building Committee	<i>Rotherfield Village Hall</i>
16 th January 2024	Highways, Lighting & Transport Committee	<i>Rotherfield Memorial Institute</i>
25 th January 2024	Parish Council Meeting	<i>Rotherfield Memorial Institute</i>
30 th January 2024	Planning & Building Committee	<i>Rotherfield Memorial Institute</i>

All meetings are at 7:30pm.

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

- Cllr Harris reminded Councillors of the Parish Christmas Light Switch on taking place on Sunday 3rd December.
- Cllr Kember asked when the next SLR meeting was due to take place. The Clerk will chase East Sussex for a date. **Clerk** to contact East Sussex Highways.
- Cllr Southern asked if something can be done about vehicles parking in the bus stops during school bus times. **Deputy Clerk** to investigate and report back.
- Cllr Harris asked if the keep clear lines could be reported to East Sussex for repainting. **Deputy Clerk** to arrange.
- Deputy Clerk reported that he had sent Les Pike a get-well card.
- Cllr Kitchenham asked if quotes had been arranged for the area on the Mark Cross footpath that required surfacing. **Clerk** to obtain quotations.
- Cllr Martin reported that the Courtyard sign was obstructing the footpath. **Clerk** to raise with East Sussex Highways.

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

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

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