



## **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 14<sup>TH</sup> DECEMBER 2023 AT 19:00 IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL**

#### **PRESENT**

Cllr R Harris (Chair)  
Cllr J Gosney  
Cllr P Snelling

Cllr D Hiles  
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 B Standley (East Sussex County Council), & Cllr M Lunn (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 J Richardson, Cllr B Johnstone, Cllr C Southern and Cllr L Buck

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

Cllr J Hulbert (Wealden District Council) also sent her 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.**

It was **RESOLVED** and understood by Councillors that Section 10 (2) c (vi) of the Parish Council's Code of Conduct provides dispensation regarding Councillors setting council tax or a precept under the Local Government Finance Act 1992.

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

Cllr B Standley (East Sussex County Council)

- Cllr Standley reported that East Sussex County Council are waiting on the government grant for 2024/2025. He reminded the Councillors that the cost of Children's Services and Adult Social Care was huge for the County and the County Councillors would be looking carefully at financing services for the next financial year.

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

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Cllr M Lunn (Wealden District Council)

- Cllr Lunn provided the Council with an update on the Local Plan.

**e) Minutes of the Parish Council meeting held on 30<sup>th</sup> 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.**

- Clerk reported that he had sent correspondence regarding the Mark Cross Millennium Green licence to Cllr Standley.
- Clerk confirmed that the SLR Meeting had now been arranged for Thursday 18<sup>th</sup> January 2024 at 11:00am in the Memorial Institute. Please could as many Councillors as possible attend.
- Clerk confirmed that he had reported the Courtyard sign to East Sussex for enforcement.

**2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF NOVEMBER 2023, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND NOTE OR AUTHORISE PAYMENTS.**

**i Budget, other financial reports, and actions arising**

Clerk reported that his information would be presented at the January 2024 Parish Council Meeting as bank statements for November had only just arrived due to postal delays.

**ii Approval of payments.**

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

**PAYMENTS & RECEIPTS FOR DECEMBER 2023 to be added to Rialtas**

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

| Regular Payments         |             |                  |  | Amount - VAT included where applicable |
|--------------------------|-------------|------------------|--|--|
| Invoice/payer details    | Ledger code | Cost centre code | Ledger entry description - Max 30 characters |  |
| 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                             | £74.28                                 |
| Tollwood Garden Services | 4252        | 203              | Street Sweeping                              | £220.00                                |
| Phil Ireland             | 4364        | 302              | Litter Picking                               | £184.00                                |
| Rotherfield Village Hall | 4125        | 101              | Meeting Room Booking                         | £16.80                                 |
| Rotherfield Village Hall | 4125        | 101              | Meeting Room Booking (2)                     | £33.60                                 |
| Tollwood Garden Services | 4258        | 203              | Eridge Station Tidying                       | £55.00                                 |
| Tollwood Garden Services | 4380        | 303              | St Denys' Burial Ground (1)                  | £329.00                                |
| Tollwood Garden Services | 4380        | 303              | St Denys' Burial Ground (2)                  | £671.00                                |
|                          |             |                  | <b>Total</b>                                 | <b>£2,076.09</b>                       |
| Other Payments           |             |                  |  |  |
| Alec Gould               | 4381        | 303              | Cemetery Fencing                             | £3,273.60                              |

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|                          |      |     |  |                  |
|--------------------------|------|-----|--|------------------|
| London Hearts            | 4156 | 102 | DHSC Public access defibrillator and cabinet | £750.00          |
| Ultralite                | 4225 | 202 | Christmas Lights                             | £4,225.44        |
| Wealden District Council | 4256 | 203 | Dog Bin Emptying Jul-Sep 2023                | £495.00          |
| Wealden District Council | 4363 | 302 | Dog Bin Emptying Jul-Sep 2023                | £165.00          |
| SEH LANDSCAPES LTD       | 4381 | 303 | Spoil Bin Repairs                            | £300.00          |
| Trevor Thorpe            | 4110 | 101 | Gift for retiring Councillor                 | £108.00          |
| <b>Total</b>             |      |     |  | <b>£9,317.04</b> |

| <b>Surgery payments</b>                              | <b>Ledger code</b> | <b>Cost centre code</b> | <b>Ledger entry description - Max 30 characters</b> | <b>Amount</b>    |
|--|--------------------|-------------------------|---|------------------|
| Sussex Primary Care                                  | 4399               | 305                     | Surgery Costs                                       | £629.08          |
| Tollwood Garden Services                             | 4405               | 305                     | Gutter Clearance                                    | £40.00           |
|  |                    |                         |   | <b>£669.08</b>   |
| Staff Costs - includes Tax, NI, pension and expenses |                    |                         | Total figure reported separately                    | <b>£5,283.61</b> |

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

None

## 3. RECEIVE REPORTS, UPDATES & RECOMMENDATIONS REGARDING PERSONNEL

Chair confirmed there were no updates regarding personnel.

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

### a) To elect and appoint a Chair for the Highways, Lighting & Transport Committee.

It was **RESOLVED** that Cllr Jeremy Fryatt be appointed Chair of the Highways, Lighting & Transport Committee.

It was **RESOLVED** that Cllr Adrian Martin be appointed Vice-Chair of the Highways, Lighting & Transport Committee.

**Clerk** to update Council website and Councillor Information sheet.

### b) To agree and approve expenditure for REACT.

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

It was **RESOLVED** to purchase the items requested (except for snow shovels) for use by the REACT team.

**Cllr Turner** in conjunction with the **Clerk** to arrange purchase for these items.

**c) Discuss and consider a grant application from Rotherfield St Martin**

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

It was **RESOLVED** to make a grant of £1,000.00 with the condition that it is used for the two projects specified in the application:

- Community Feed it Back Table
- RSM Kitchen Garden

Councillors would like a request for regular updates on these projects.

**Clerk** to add grant payment to the next payment run.

**d) Consider and resolve quotations for additional work in St Denys' Old Burial Ground**

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

It was **RESOLVED** to accept the quotation from BurrIDGE Fencing & Treework for the sum of £1,536.00 (inc VAT).

It was **RESOLVED** to accept the quotation from Tollwood Garden Services for £2,004.00.

**Clerk** to inform contractors and arrange for work to be carried out.

Cllr Martin asked if the proposed work would contravene any of the grant conditions of the previous Lund Fund agreement. The Clerk confirmed that conditions were not affected by the proposed works.

**e) Resolve and approve the Council's budget and precept required for the 2024/25 financial year and signature of associated documents.**

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

It was **RESOLVED** to accept the Council Budget of **£188,842.00** for the **2024/2025** financial year. Clerk to update the accounting software with next year's agreed budget.

It was **RESOLVED** to inform Wealden District Council that the precept for **2024/2025** be set at **£175,342.00**. The **Chair** and **Clerk** will sign the Local Government Finance Act 1992 Precept on the Billing Authority For The Year 2024/2025 and Council Tax Demand Notices 2024/2025 Expenditure Details of Larger Parishes forms. **Clerk** to send to Wealden District Council.

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

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- 7<sup>th</sup> November 2023 Recreation & Burial Committee Meeting
- 5<sup>th</sup> December 2023 Planning & Building Committee Meeting
- 5<sup>th</sup> December 2023 Finance & General Purposes Committee Meeting

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

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

- Cllr Martin reported that he had a few meetings with Pre-School to try and move forward with ventilation for the undercroft. Cllr Martin also reported that a new lighting unit is required in the undercroft. **Clerk** to arrange a quotation for a new lighting unit. Cllr Martin reported that Pre-School had raised concerns with the locking of their windows and concerns that the building was not secure. The Council feel that this needs to be raised with East Sussex County Council as they are the landlords of the Pre-School. Cllr Martin will report back to the Pre-School.
- Cllr Kember reported that he had attended a meeting at Gatwick about noise pollution.
- Cllr Kember and Cllr Gosney had attended a meeting at Redgate Mill Sewage Treatment site. A report had been circulated to Councillors.
- Cllr Kember reported he had attended the 2<sup>nd</sup> Module of the Energy Champion Training. The next meeting is hoped to take place in Rotherfield at the Rotherfield Memorial Institute.
- Cllr Turner reported that he had attended a REACT meeting to confirm the spending request presented to the Council earlier in the meeting.

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

- Clerk reported that Sharon Gray from the Southeast Community Rail Partnership – based at Eridge Station - had received a Govia Thameslink Railway (GTR) Star Award for her work supporting GTR and the local communities. The Council wished to record their thanks to Sharon for all her work across the parish and **RESOLVED** to write congratulating her on her award. **Clerk** to draft letter.

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

- Sharon Gray GTR award.
- Cllr Kitchenham retirement.
- Sports Club grounds award.
- Parking on roads update.
- Parking on Station Road and appeal to Wealden to review parking hours in the Station Road car park.

## 7. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

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- Clerk reported that he had received a response to our letter sent to Wealden District Council regarding the closure of the Rotherfield Recycling point. Wealden District Council are proceeding with the decision to close sites although formal notice to the Council will be received in January 2024 with likely closure in March 2024.

## 8. TO RECEIVE INSPECTION BOOK & REPORTS.

| Date                           | Inspection Report                          |
|--------------------------------|--|
| 12 <sup>th</sup> December 2023 | Recreation Ground Inspection Report        |
| 12 <sup>th</sup> December 2023 | Playground Inspection Report               |
| 13 <sup>th</sup> December 2023 | Hornshurst Burial Ground Inspection Report |

## 9. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

| Date                           | Meeting   | Venue                                 |
|--------------------------------|---|---------------------------------------|
| 19 <sup>th</sup> December 2023 | Rotherfield Memorial Institute Management Committee         | <i>Rotherfield Memorial Institute</i> |
| 9 <sup>th</sup> January 2024   | Planning & Building Committee                               | <i>Rotherfield Village Hall</i>       |
| 16 <sup>th</sup> January 2024  | Highways, Lighting & Transport Committee                    | <i>Rotherfield Memorial Institute</i> |
| 18 <sup>th</sup> January 2024  | Rotherfield Memorial Institute Management Committee Meeting | <i>Rotherfield Memorial Institute</i> |
| 25 <sup>th</sup> January 2024  | Parish Council Meeting                                      | <i>Rotherfield Memorial Institute</i> |
| 30 <sup>th</sup> January 2024  | Planning & Building Committee                               | <i>Rotherfield Memorial Institute</i> |
| 6 <sup>th</sup> February 2024  | Recreation & Burial Committee                               | <i>Rotherfield Village Hall</i>       |
| 13 <sup>th</sup> February 2024 | Community Engagement Committee                              | <i>Rotherfield Memorial Institute</i> |
| 20 <sup>th</sup> February 2024 | Planning & Building Committee                               | <i>Rotherfield Village Hall</i>       |
| 22 <sup>nd</sup> February 2024 | Parish Council Meeting                                      | <i>Rotherfield Memorial Institute</i> |

All meetings are at 7:30pm.

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

- Deputy Clerk reported that the annual payment for the Smith & Fermor Charities had been received. There were a few applications in process. However, the Charity Commission reporting is still proving a challenge.
- The Chair made a presentation of a gift to Cllr James Kitchenham, who is retiring after 12 years on the Parish Council. The Council thanked him for his tremendous hard work for the Community over the last 12 years and wished him the very best for the future.

Chair declared the meeting closed at: **20:02**

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