



**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 22ND FEBRUARY 2024 AT 19:30
IN THE UPPER HALL AT ROTHERFIELD MEMORIAL INSTITUTE**

PRESENT

Cllr R Harris (Chair)
Cllr B Johnstone (Vice-Chair)
Cllr J Richardson

Cllr D Hiles
Cllr J Gosney
Cllr C Southern

Cllr P Kember
Cllr L Buck
Cllr A Martin

COUNCILLORS ABSENT

None

ALSO PRESENT

Adam Hardy (Parish Clerk & RFO)

1. TO RECEIVE A PRESENTATION FROM SUSSEX POLICE.

Clerk reported that the PCSO who was coming to address the Council had been called away on an urgent theft call but may attend the meeting later.

2. TO RECEIVE THE FOLLOWING: -

a) Public forum.

None

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

Apologies for absence were received from: Cllr P Turner, Cllr P Snelling and Cllr J Fryatt.

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

Cllr B Standley (East Sussex County Council), Cllr J Hulbert (Wealden District Council) and Cllr M Lunn (Wealden District Council) had also sent apologies and had sent reports to be circulated to all Councillors.

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.

None

e) Minutes of the Parish Council meeting held on 25th January 2024 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 confirmed that he had responded to the Environmental Health (Licensing) - Environmental Framework Consultation on behalf of the Parish Council.
- Clerk reported that he had written to East Sussex County Council confirming Option 2 - Environmental Enhancement Service (reduced rural service) for the verge cutting across the Parish.
- Clerk confirmed that he had informed East Sussex County Council of the Parish Council's resolution to accept a seven year sub-lease for Rotherfield Pre-School. Clerk has contacted our Solicitors for fees related to this and will pass these to East Sussex County Council for payment.
- Clerk confirmed that he has investigated leases for all of the Parish Council's estate and will feed back at appropriate meetings.
- Clerk confirmed that he had added an item to the 13th February Community Engagement Committee to discuss a possible event for Great Big Green Week on 8-16 June 2024. As this meeting was cancelled it has now been moved to the 27th March Parish Council Meeting.
- Clerk confirmed that he had circulated the January SLR Minutes to all Councillors.
- Clerk confirmed that he has written to Rotherfield Primary School confirming the Council's agreement to be part of Rotherfield Community Week 11th -15th March. He is awaiting further details from the school.
- Clerk reported that he did appeal to the Highway's Steward regarding the relining of road markings in Rotherfield Village. The work has now been carried out. Councillors asked if a further appeal could be made so that the lines on Station Road by the Kings Arms Car Park could also be attended to. **Clerk** to contact East Sussex Highways.
- Clerk reported that there had been a delay in the new Rotherfield Village Hall lease which is now likely to be presented to the March Parish Council Meeting.
- Clerk confirmed that the resident of Court Meadow had been contacted about the boundary fencing and now accepts the Council's position.
- Clerk reported that he had contacted Openreach regarding the public information event but they had confirmed that they had now arranged this themselves as they did not want to combine it with a Parish Council meeting.
- An item to discuss the reimagining of the Rotherfield Parish Council estate has been added to the 2nd April Planning & Building Committee agenda.

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3. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT THE END OF JANUARY 2024, 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 January 2024 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.

ii Approval of payments.

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

PAYMENTS & RECEIPTS FOR FEBRUARY 2024 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	£98.17
Tollwood Garden Services	4252	203	Street Sweeping	£110.00
Phil Ireland	4364	302	Litter Picking	£416.00
Rotherfield Memorial Institute	4125	101	Hall Bookings	£40.00
Rotherfield Memorial Institute	4125	101	Smith & Farmor Booking	£15.00
Rotherfield Village Hall	4125	101	Hall Hire	£16.80
Tollwood Garden Services	4381	303	Hornshurst Burial Ground (1)	£30.00
Tollwood Garden Services	4381	303	Compost for Burial Ground	£31.43
Tollwood Garden Services	4255	203	Salt Grit Spout Hill	£68.75
Tollwood Garden Services	4255	203	Salt Grit	£32.00
Tollwood Garden Services	4255	203	Spout Hill Drains	£123.75
Tollwood Garden Services	4380	303	Old Burial Ground (1)	£41.25
Tollwood Garden Services	4381	303	Hornshurst Burial Ground (2)	£96.25
Tollwood Garden Services	4381	303	Old Burial Ground (2)	£56.00
Tollwood Garden Services	4389	302	Court Meadow Green (1)	£110.00
Total				£1,777.81
Other Payments				
Wealdlink	4394	203	Bus Support Grant	£1,500.00
David Peacock	4255	834	Twitten Sign Repairs	£190.00
ESALC Limited	4105	101	New Councillor Training x2	£96.00
TN6 Electrical	4341	302	Undercroft Light	£175.00
East Sussex County Council	4220	202	Annual Street Lighting Costs	£8,394.41
Alex Gould	4368	302	Sleepers for Container	£70.80
Amber AC	4410	302	Car Park Floodlight	£186.00
Total				£10,612.21
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	£60.00

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Staff Costs - includes Tax, NI,
pension and expenses

Total figure reported separately

£689.08

£4,017.41

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

- Clerk reported that he had agreed to a replacement light at the rear of the Village Hall to cover the rear car park. There was an opening to complete the work within 24 hours so he had proceeded to agree to purchase and installation at £186.00.

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) **To receive a report and consider the Council's response to the East Sussex draft Local Transport Plan 4 (LTP4).**

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

Cllr Gosney updated the Council on the response submitted. The Council thanked Cllrs Gosney and Harris for their work on this. Clerk reported he had retained a copy of the Council's submission.

- b) **To consider quotation for purchase and installation of a large screen television/screen for the Parish Council Room at Rotherfield Village Hall.**

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

It was **RESOLVED** to accept the quote for the purchase, removal of screen and installation of the Toshiba 65" 4K UHD TV: £694 for the Parish Council Room at the Village Hall. **Clerk** to instruct TN6 Electrical to proceed.

- c) **To receive an update on the Parish events to Mark the 80th anniversary of D-Day.**

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

Clerk reported the following events had been agreed:

Saturday 1st June 2024:

Decoration of the Parish with bunting and flags

- A call for volunteers will be put out to decorate the parish from 9:00am.

Monday 3rd June 2024:

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Pack Up Your Troubles in Your Old Kit Bag

- Rotherfield St Martin presents an afternoon of community camaraderie with live music and a wartime tea.

Thursday 6th June 2024:

Operation Neptune

- Rotherfield St Martin Village Lunch Club - Fish and Chips with mushy peas (washed down with beer shandy) followed by a WI wartime pudding. Sponsored and supported by Rotherfield Parish Council.

World in Ringing Out for Peace:

- St Denys' Church Bellringers will ring out for peace with the rest of the nation at 6:30pm

Beacon Lighting:

- The International Tribute will be given at 9:15pm in line with all Beacon lighting events across the country.
- Rotherfield Beacon will be lit at 9:30pm with all Beacons across the country.

Sunday 9th June 2024:

80th Anniversary D-Day Commemoration Service

- St Denys' Church and Rotherfield Scouts Parade Service on Court Meadow Green around the War Memorial at 10:00am.
- The D-Day 80 Lamp of Peace will be lit as part of this service.

It was **RESOLVED** to support the presented events.

d) Receive and consider options for memorial repairs in the parish cemeteries.

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

Clerk reported that only one quotation for the work had been received so far. It was **RESOLVED** to hold this item over until the next Parish Council meeting. **Clerk** to add an item to the 27th March Parish Council meeting agenda.

e) Receive an update to discourage dogs on the Recreation Ground

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

Clerk explained that Cllr Turner had asked for additional dog signs through the Recreation & Burial Committee. Cllr Martin suggested that small No Dog Signs might be more cost effective. Cllr Buck suggested the signs needed to be eye-catching and that the Council should explore options for humorous signs in the Recreation Ground.

It was **RESOLVED** to pass the item back to Cllr Turner for agreement on the location and type of signs. **Clerk** to raise with Cllr Turner.

f) Receive correspondence and agree on further actions on the A26 Speed Reduction project.

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

Councillors reviewed what was being asked for in the Feasibility Study noting the advice provided by East Sussex Highways. It was **AGREED** to amend the request to the following:

In order to provide a safer, more sustainable environment for all pedestrians, drivers and cyclists, ESCC are requested to assess the feasibility of the following safety measures with community match funding at the A26 in Eridge Green within the Rotherfield Parish Council boundary:

- 1. The installation of an interactive "Slow Down" sign at the point where the slowdown is on the road.*
- 2. extension of the existing 40mph speed limit to an area south of the Forstal junction, with appropriate signage also on The Forstal.*

It was **RESOLVED** on a vote of 8/1 to proceed with the Community Match Funding application. A recorded vote was requested.

For:

Cllr D Hiles

Cllr L Buck

Cllr P Kember

Cllr J Richardson

Cllr B Johnstone

Cllr R Harris

Cllr C Southern

Cllr J Gosney

Against:

Cllr A Martin.

Clerk to amend the application and submit to East Sussex County Council.

g) Review and resolve an increase in burial fees effective April 2024.

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

Clerk proposed to Councillors that an increase of 10% on burial fees be considered. It was **RESOLVED** to raise burial fees by 10% effective from 1st April 2024. **Clerk** to update noticeboards and website.

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6. RECEIVE UPDATE ON THE ROTHERFIELD MEMORIAL INSTITUTE.

The following report had been circulated to Councillors ahead of the meeting and was requested to form part of the official minutes of this meeting:

REPORT ON PROGRESS ON THE REFURBISHMENT & RESTORATION PROJECT FOR ROTHERFIELD MEMORIAL INSTITUTE: FEBRUARY 2024

The Management Committee held a meeting on Thursday 15 February 2024. Councillors have seen the architects' plans which will be used as the basis for a planning application in the coming months. The Management Committee discussed possible alternative ways to manage the actual building project as we move towards applying for planning and building regulations approval.

Funding for continuing professional fees for the first stage of work has, as previously reported, been assured by the Rotherfield Trust and a first call has been made on these funds.
A provisional working timetable was set out in the minutes of the Management Committee meeting of January 2024:

- April 2024: Parish Council engages NALC consultant to advise on application for PWLB
Management Committee presents Business Case to RPC
Parish Council applies for planning advice on behalf of the RMI Charity Parish Council makes formal resolution for PWLB application and for precept increase to cover loan payments
Public consultation initiated
- July/Aug 24: public consultation and full parish postal referendum
RPC applies for planning permission on behalf of RMI
- October 24: results of public consultation received
Parish Council submits PWLB loan application with supporting Business Case and results of postal referendum
- Early 2025: building work begins

It is estimated that building and decorating work will take about nine months to complete, with RSM and the Parish Office requiring alternative accommodation over this period.

At present, the Chair and Vice Chair are drawing up a business case to present to the Parish Council at the April Parish Council Meeting with a request to consider an application for a Public Works Loans Board facility to discharge the Council's responsibility as Sole Trustee of the Charity to provide a refurbished and sustainable resource for the community. Tai chi and yoga classes projected in the coming weeks.
A working party is being set up in March to carry out some redecoration of the main upstairs hall to improve the ambience for such bookings and encourage other bookings. In January, there was one non-RSM booking for the Library room and 15 bookings for the upper hall. Regular tai chi and yoga classes are projected to start in the coming weeks.

The Committee **AGREED** to note the report.

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

Date	Meeting
30th January 2024	Planning & Building Committee Meeting

Clerk reported that the 6th February Recreation & Burial Committee meeting could not proceed as the Committee was not quorate.

Clerk reported that the 13th February Community Engagement Committee meeting was cancelled due to a lack of business and potential inquoracy.

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

a) Meetings attended on behalf of the Parish Council.

- Clerk reported that he had attended the Rotherfield Village Hall Committee meeting.
- Cllr Johnstone reported that she had attended a meeting of the Wealden Group Against Overdevelopment.
- Cllr Kember reported that he had met a local builder in connection with Rotherfield Memorial Institute.

b) Clerk's updates and issues.

- Clerk has set up a diary for Councillors' holiday dates. Please can you let him know if you are going away so meetings can be checked for quoracy and rearranged if necessary.

c) Items for the next Parish Magazine column.

- Wealdlink Buses flyer
- Pavement/inconsiderate parking
- April Co-Option of Councillor
- Annual Parish Assembly
- Rotherfield Memorial Institute update

9. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- Clerk had received phone calls from Robert Bailey of the Mrs De Lannoy & Haven Homes Almshouse Charity. The proposed site for the Almshouses is no longer available and he would like to discuss the future plans and alternatives with the Parish Council. He will attend the 12th March Planning & Building Committee meeting.
- Clerk had received an email regarding parking in the layby outside Highgate Flats and whether it is for the sole use of flat residents. **Clerk** in conjunction with **Cllr Fryatt** to investigate and make response.
- Clerk had received correspondence from His Majesty's Valuation Office regarding the rates for the Parish Cemetery. **Clerk** and **Cllr Harris** will meet to submit the required responses, which will involve measurements of both cemeteries.
- Clerk had received a letter from South East Water inviting Councillors to the public information event at Rotherfield Village Hall on Wednesday 6th March 2024 3:00pm to 7:00pm.

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10. TO RECEIVE INSPECTION BOOK & REPORTS.

None.

Clerk reported that no Inspection Reports had been received. He reminded Councillors that it was a requirement for these to be done on a regular basis.

11. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

Date	Meeting	Venue
12 th March 2024	Planning & Building Committee	Rotherfield Village Hall
19 th March 2024	Rotherfield Memorial Institute Management Committee	Rotherfield Memorial Institute
26 th March 2024	Highways, Lighting & Transport Committee	Rotherfield Memorial Institute
27 th March 2024	Parish Council Meeting (N/B Wednesday)	Rotherfield Village Hall
2 nd April 2024	Planning & Building Committee	Rotherfield Memorial Institute
9 th April 2024	Highways, Lighting & Transport Committee	Eridge Station (TBC)
11 th April 2024	Rotherfield Memorial Institute Management Committee	Rotherfield Memorial Institute
16 th April 2024	Community Engagement Committee	Rotherfield Memorial Institute
18 th April 2024	Finance & General Purposes Committee	Rotherfield Village Hall
23 rd April 2024	Planning & Building Committee	Rotherfield Memorial Institute
25 th April 2024	Parish Council Meeting	Mark Cross Community Centre

All meetings are at 7:30pm.

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

- Clerk asked permission to have the War Memorial cleaned. This was **AGREED**. Clerk to make necessary arrangements.
- Cllr Gosney and Cllr Buck shared some posters they had designed to promote the bus service in the Parish. It was **RESOLVED** that these posters would go into the noticeboards in the bus shelters. **Cllr Gosney** to arrange the printing of posters with Clerk.
- Cllr Kember reported that the streetlight on Bicycle Arms junction was flashing. **Clerk** to investigate and report to East Sussex County Council.
- Cllr Buck asked what progress had been made with the Parish Welcome Pack. The Clerk confirmed that this was ongoing work.
- Cllr Harris reported the Parish Council had match-funded work for St Denys' church clock and that there was a delay in getting the approval from the Diocese. It was **RESOLVED** that the Clerk would write a letter from the Chair of the Council to the Diocese explaining how the project is funded by the Community and how the work needs to be done as soon as possible.
- Cllr Harris reported that there had been a sewage leak on Chant Lane that was currently being investigated.

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Chair declared the meeting closed at: **21:13**

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