



## 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 12<sup>TH</sup> DECEMBER 2024 AT 19:00 IN THE UPPER HALL AT ROTHERFIELD COMMUNITY HUB (MEMORIAL INSTITUTE)

#### PRESENT

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

Cllr D Johnstone  
Cllr J Fryatt  
Cllr P Turner  
Cllr L Buck

Cllr E Holmes-Cutting.  
Cllr J Gosney  
Cllr P Beach

#### COUNCILLORS ABSENT

None

#### ALSO PRESENT

Cllr Bob Standley (East Sussex County Council), Cllr Michael Lunn (Wealden District Council),  
Cllr Jessika Hulbert (Wealden District Council) and Adam J Hardy (Parish Clerk & RFO)

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

##### a) Public forum.

None.

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

Apologies for absence were received from Cllr P Kember and Cllr D Hiles,

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.

- Cllr Turner declared an interest as he is receiving reimbursement on the pay run.

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

Cllr Bob Standley (East Sussex County Council)

- Cllr Standley reported that he is still pursuing the poor 51 Bus Service, with a particular focus on displaying via Rotherfield on the bus destination sign.
- Cllr Standley is pushing Highways for a site meeting to discuss flooding on New Road with the junction of Horsegrove Lane. This will try to be arranged for as early as possible in the New Year.
- Cllr Standley reported that he is continuing investigation regarding the ownership of land near Brook Cottage.

**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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Cllr Michael Lunn (Wealden District Council):

- Cllr Lunn reported that the New National Planning Policy Framework (NPPF) was released today. The implications for Wealden District Council are not yet clear. There is time pressure to get the plan through, and there are major objections from the Local Government sector to some changes.

Cllr Jessika Hulbert (Wealden District Council):

*Cllr Hulbert had prepared a report for Councillors which arrived just before the meeting. **Clerk** to circulate report to Councillors.*

*Cllr Georgia Taylor (East Sussex Country Council) was unable to attend but had sent a report to Councillors.*

**e) Minutes of the Parish Council meeting held on Thursday 28<sup>th</sup> November 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.**

- The Clerk confirmed that he had responded to the East Sussex Waste Site Booking consultation as per the resolution made at the last meeting.
- The Clerk reported that he had made Mark Cross School aware of their successful grant application.
- The Clerk confirmed that he had added an item to consider additional disabled car parking spaces at the Village Hall.
- The Clerk confirmed that he had reported the debris on Treblers Road to East Sussex Highways but they felt no action was required at this time.

**2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT THE END OF OCTOBER 2024, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND NOTE OR AUTHORISE PAYMENTS.**

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

The Clerk reported that due to this meeting being earlier in the month the budget and other financial reports were not available yet and would be presented to the 30<sup>th</sup> January 2025 Parish Council Meeting.

**ii Approval of payments.**

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

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	£47.94
Cloudy Group Ltd	4110	101	Rialtas Hosting	£76.56
Veolia	4391	303	Village Hall Bins	£140.57
Tollwood Garden Services	4252	203	Street Sweeping	£220.00
Tollwood Garden Services	4364	302	Litter Picking	£440.00
Wealden District Council	4256	203	Dog Bin Emptying July - September 2024	£512.80
Wealden District Council	4363	302	Dog Bin Emptying July - September 2024	£171.60

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Teambase	4110	101	Clerk Stationery (1)	£17.58
Rotherfield Village Hall	4125	101	Hall Hire	£17.80
Tollwood Garden Services	4387	302	Scout Hut Gutters & Tidying	£60.00
Tollwood Garden Services	4393	303	Shearburn Interment	£154.50
Tollwood Garden Services	4341	302	Village Hall & Rec (1)	£170.00
Tollwood Garden Services	4389	302	Court Meadow Green (1)	£15.00
<b>Total</b>				<b>£2,413.10</b>

#### Other Payments

Balfour Beatty Living Places	4221	202	Column 82 (Court Meadow) New Lantern	£1,160.05
Burridge Fencing And Treework	4389	302	Tree Work Court Meadow Green	£2,130.00
Robert Shreeve Associates Limited	4113	101	Planning Application Revisions Proposals	£460.50
The Computer Studio	4110	101	Office 365 Business Standard	£162.00
Mark Cross Primary School	4156	102	Grant for Wall Works	£1,686.42
Rotherfield Primary School	4150	101	Grant for Residential Trip	£2,000.00
Paul Turner	4368	302	REACT Gas reimbursement	£64.01
Gildridge Fencing	4208	201	Mark Cross Fencing	£671.45
<b>Total</b>				<b>£8,334.43</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
				<b>£629.08</b>
Staff Costs - includes Tax, NI, pension and expenses				
Total figure reported separately				<b>£4,125.28</b>

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

None.

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

None.

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

#### a) Receive and note the Independent Remuneration Panel - Town and Parish Councillor Allowances for 2025/26.

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

The Council **NOTED** the report.

b) **Discuss and approve the Council's Budget for 2025/2026 financial year.**

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

It was proposed to adopt the following budget for **2025/2026** financial year:

BUDGET HEADING	AGREED 2025/2026 TOTAL BUDGET	Less ESTIMATED UNDERSPEND 2024/2025	ADJUSTED TOTAL FOR FUNDING
	£	£	£
<b>Council Administration (a)</b>	£88,310.00	£0.00	£88,310.00
<b>Community &amp; Events(a)</b>	£9,825.00	£1,000.00	£8,825.00
<b>Capital Projects – Highways (c)</b>	£20,502.00	£5,000.00	£15,502.00
<b>Lighting (b)</b>	£21,500.00	£5,000.00	£16,500.00
<b>Highways(b)</b>	£19,350.00	£0.00	£19,350.00
<b>Capital Projects - Recreation and Burial (c)</b>	£16,001.00	£7,500.00	£8,501.00
<b>Recreation Ground and other open spaces (b)</b>	£32,126.00	£0.00	£32,126.00
<b>Burial Grounds(b)</b>	£18,000.00	£0.00	£18,000.00
<b>Surgery</b>	£4,000.00	£0.00	£4,000.00
<b>Institute</b>	£0.00	£0.00	£0.00
<b>TOTALS</b>	<b>£229,614.00</b>	<b>£18,500.00</b>	<b>£211,114.00</b>

It was **RESOLVED** to accept the Council Budget of **£229,614.00** for the **2025/2026** financial year. Clerk to update the accounting software with next year's agreed budget.

c) **Discuss and approve the Council's precept requirement for 2025/2026 financial year and signature of associated documents.**

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

It was **RESOLVED** to inform Wealden District Council that the precept for 2025/2026 be set at **£211,114.00**. The **Chair** and **Clerk** signed the Local Government Finance Act 1992 Precept on the Billing Authority and The Year 2025/2026 and Council Tax Demand Notices 2025/2026 Expenditure Details of Larger Parishes forms. **Clerk** to send to Wealden District Council.

**5. RECEIVE UPDATE ON THE ROTHERFIELD MEMORIAL INSTITUTE.**

Cllr B Johnstone confirmed that all was going well with the management of the Rotherfield Memorial Institute.

The Clerk reported that Planning Permission had been granted for the Institute refurbishment project. There were minimal conditions applied to the permission.

Cllr B Johnstone reported that over the Christmas period, work would be done on the Parish Office, so access would now be off the small landing and not through the main hall. The Clerk confirmed that funding for this would be from the Parish Council.

Cllr D Johnstone confirmed that he had been undertaking refurbishment and restoration works on the large windows fronting the Institute.

## 6. RECEIVE UPDATE ON THE MARK CROSS COMMUNITY CENTRE.

Cllr B Johnstone reported that our contractor would soon undertake internal cosmetic work where dampness had been entering the building. Some tile repairs are also required on the roof, and these will take place at the same time.

The Clerk reported receiving many positive comments on the condition of the garden and surrounding area of the Community Centre. This included the St Mark's Garden of Remembrance.

The Clerk reported that we are currently struggling to form a Management Committee with the required non-Councillor members. Cllr B Johnstone and the Clerk will continue to try to form a committee in the new year. However, other options may need to be explored.

## 7. RECEIVE UPDATE ON THE ROTHERFIELD SURGERY BUILDING.

- The Clerk reported that the Fire Risk Assessment Consultant had inspected the Rotherfield Surgery building but advised that the tenant, not the landlord, was responsible for carrying out the Fire Risk Assessment.
- The Clerk reported that the Rotherfield Surgery Working Party had met and agreed on a rent offer to put to Sussex Primary Care. The letter will be drafted and sent shortly.

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

Date	Meeting
3 <sup>rd</sup> December 2024	Planning & Environment Committee

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

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

- Cllr Turner reported that he had attend a REACT meeting with the Clerk but had nothing to update the Council on.
- Cllr Fryatt reported that he had attended the Big Climate event organised by Wealden District Council. There are many things that to feed back to the Council. **Clerk** to add an item to the 28<sup>th</sup> January Planning & Environment Committee.

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

- The Clerk reported that he had no updates to report at this time.

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

- A message from the Chair of the Council regarding the 2025/2026 Precept increase.
- A look at the year ahead.

## 10. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

None.

## 11. TO RECEIVE INSPECTION BOOK & REPORTS.

Date	Inspection Report
9 <sup>th</sup> December 2024	Hornshurst Burial Ground Report
9 <sup>th</sup> December 2024	Playground Inspection Report
9 <sup>th</sup> December 2024	Recreation Ground Inspection Report
9 <sup>th</sup> December 2024	Old Burial Ground Inspection Report

## 12. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

Date	Meeting	Venue
7 <sup>th</sup> January 2025	Planning & Environment Committee	Rotherfield Village Hall
14 <sup>th</sup> January 2025	Highways, Lighting & Transport Committee	Rotherfield Memorial Institute
28 <sup>th</sup> January 2025	Planning & Environment Committee	Rotherfield Village Hall
30 <sup>th</sup> January 2025	Parish Council Meeting	Mark Cross Community Centre
18 <sup>th</sup> February 2025	Planning & Environment Committee	Rotherfield Village Hall
27 <sup>th</sup> February 2025	Parish Council Meeting	Rotherfield Memorial Institute

*All meetings are at 7:30 pm unless otherwise stated.*

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

- Cllr Buck asked if there was anything the Council could do about Rotherfield Surgery's unacceptable service, particularly regarding the lack of GP appointments and the ability to get them.

The Chair reminded Councillors that although the Council owns the Rotherfield Surgery Building, it does not have any control over the management of the practice.

Cllr Buck felt that there was no forum for the public to have a say in the practice's management. The Chair advised Cllr Buck to raise the issue with the Patient Participation Group. Cllr Buck reported that she would consider doing this.

- Cllr D Johnstone reported that he had now found a company that would be able to update the Parish Map boards. He asked for ideas of what should be included in addition to what he has already included. The following ideas were raised:
  - Public Houses
  - Cafes
  - Woods with permitted walks
  - Campsites
  - Vineyards
  - Farm Names
  - Rotherfield Memorial Institute, Rotherfield Village Hall and Mark Cross Community Centre.
  - Garden Centres
  - Playpark
  - Places of Worship.
- Cllr Turner asked if a time had been indicated for the drains on Mayfield Road to be cleared. The Clerk replied that he had not been told a specific date and time. **Clerk** to chase East Sussex Highways.
- Cllr Snelling reported that the Argos Hill drainage is currently undergoing works for improvement.

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Chair declared the meeting closed at: **[19:38]**

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