



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 JANUARY 2025 AT 19:30 AT MARK CROSS COMMUNITY CENTRE

PRESENT

Cllr R Harris (Chair)
Cllr B Johnstone (Vice-Chair)
Cllr D Hiles

Cllr D Johnstone
Cllr J Fryatt

Cllr P Kember
Cllr J Gosney

COUNCILLORS ABSENT

Cllr L Buck

ALSO PRESENT

Cllr Bob Standley (East Sussex County Council), Cllr Michael Lunn (Wealden District Council),
Cllr Jessika Hulbert (Wealden District Council), one member of the public
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 E Holmes-Cutting, Cllr J Richardson, Cllr P Turner, Cllr P Snelling and Cllr P Beach

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.

None.

d) District and County Councillor reports.

Cllr Bob Standley (East Sussex County Council)

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

- Cllr Standley reported that he expected an announcement on the devolution process next week. Cllr Gosney asked that if the devolution went ahead would the volume of work be too much for the officers and workers of the Council. Cllr Standley replied that under any deal, the District and Borough Councils' work would be assumed by East Sussex with a strategic authority and a regional mayor.
- Cllr Standley reported that the East Sussex County Council budget is tight and there will have to be cuts and a Council Tax increase.

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

Tel: 07969512099. Email: Clerk@rotherfieldparishcouncil.co.uk

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Cllr Michael Lunn (Wealden District Council):

- Cllr Lunn reported that the Council is pursuing an internal and external investigation into the recent Council Tax issue of Direct Debits being taken early in December 2024. Many residents have been affected by this issue.
- Cllr Lunn confirmed that it was not clear yet what direction the New Local Plan was going and how this would be affected by the Devolution process if it was agreed.

Cllr Jessika Hulbert (Wealden District Council):

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

- Cllr Hulbert offered the Council's apologies for the Council Tax issue in December 2024. It was unfortunate for many residents that the banks did not do what they needed to do in order to return the money taken by DD. The Council are continuing to investigate.

e) Minutes of the Parish Council meeting held on Thursday, 12th December 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) Minutes of the Extraordinary Parish Council meeting held on Tuesday, 7th January 2025, 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.

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

Parish Council Meeting – Thursday 12th December 2024

- The Clerk confirmed that he had notified Wealden District Council of the Council's Precept request for 2025/2026.
- The Clerk reported that the matter of the drains on Mayfield Road had been raised with East Sussex Highways during the recent SLR meeting.

Extraordinary Parish Council Meeting – Tuesday 7th January 2025

- The Clerk confirmed that he had written to the Land Agent accepting the gift of land adjoining the Bowls Club. The Memorandum of Sale has been produced and sent to our solicitors for their views.
- The Clerk confirmed that all recommendations on planning applications had been submitted.
- The Clerk confirmed that he had contacted South East Water for an update on the water main works.
- The Clerk confirmed that he had reported the pothole outside the Courtyard to East Sussex Highways.

2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT THE END OF DECEMBER 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 December 2024** was presented for all of the Council's bank accounts.

Cllr B Johnstone thanked the Clerk for the presentation of the budget. She commented that it is proving harder and harder for Councils to have five year plans for financing as Parish Councils like ours are constantly adapting to the changing needs of the Parish.

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:

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	£47.94
Cloudy Group Ltd	4110	101	Rialtas Hosting	£76.56
Veolia	4391	303	Village Hall Bins	£219.12
Tollwood Garden Services	4252	203	Street Sweeping	£220.00
Tollwood Garden Services	4364	302	Litter Picking	£1,237.50
Teambase	4110	101	Clerk Stationery (1)	£32.18
Rotherfield St Martin	4110	101	Franking Machine Hire	£68.40
Teambase	4110	101	Clerk Stationery (2)	£86.88
Rotherfield Village Hall	4125	101	RVH Hall Hire	£35.60
Teambase	4110	101	Clerk Stationery (3)	£160.57
Mark Cross Community Centre	4125	101	Hall Hire	£36.00
Rotherfield Memorial Institute	4125	101	Hall Hire	£10.00
Newman Business Solutions	4110	101	Quarterly Printing	£1,328.02
Teambase	4110	101	Clerk Stationery (4)	£26.94
Tollwood Garden Services	4380	303	Old Burial Ground (1)	£705.50
Tollwood Garden Services	4341	302	Highways - Fallen Tree	£125.00
Tollwood Garden Services	4258	203	Highways (1)	£110.00
Tollwood Garden Services	4258	203	Eridge Station (1)	£120.00
Tollwood Garden Services	4255	203	Grit (1)	£125.00
Tollwood Garden Services	4255	203	Grit (2)	£232.00
Tollwood Garden Services	4255	203	Highways - Fallen Tree (2)	£90.00
Tollwood Garden Services	4381	303	Hornshurst Burial Ground (1)	£130.00
Tollwood Garden Services	4381	303	Hornshurst Burial Ground (2)	£50.00
Tollwood Garden Services	4255	203	Sandbags (1)	£40.00
Tollwood Garden Services	4259	203	SiD Deployment	£10.00
Total				£5,691.96
Other Payments				
Ultralite	4225	202	Christmas Lights	£5,102.64
Rotherfield Parish Magazine	4110	101	Parish Magazine Renewal 2025	£12.00
KLW	4113	101	RMI Planning Application	£259.20
KPS Contractors Ltd	4393	303	Burial Plot Digging R21 & R22	£740.66
TN6 Electrical	4114	101	Parish Office Heater & Light	£825.00
Sound Control Services	4410	302	Acoustic Pannels	£7,405.34
SLCC	4120	101	Clerk Membership Renewal	£360.00
Newman Business Solutions	4110	101	Printer Toners re Parish Newsletter & Other Seasonal Printing	£1,068.82
Balfour Beatty Living Places	4221	202	Col 14 Cottage Hill Install	£1,206.65
Balfour Beatty Living Places	4221	202	Col 47 Station Road - New Lantern	£1,138.22
Balfour Beatty Living Places	4221	202	Col 15 High Cross - New Lantern	£1,040.58
M & A Brown & Sons LTD	4343	302	Pitch - Farm Tech Supplies	£2,689.20
The Computer Studio	4110	101	Additional Monitor	£250.00
Robert Shreeve Associates Ltd	4410	302	Raise the Roof Fees	£168.00
Total				£22,266.31
Surgery payments	Ledger code	Cost centre code	Ledger entry description - Max 30 characters	Amount
Sussex Primary Care	4399	305	Surgery Costs	£629.08
Phil Ireland	4405	305	Surgery Windows	£15.00

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TN6 Electrical	4405	305	New External Lights	£375.00
Tollwood Garden Services	4405	305	Surgery Gutters and other works	£160.00
				£1,179.08
Staff Costs - includes Tax, NI, pension and expenses			Total figure reported separately	£4,763.03

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

The Clerk reported that there had been a variety of expenditures authorised by Cllr Harris and Cllr B Johnstone in relation to the necessary reconfiguration of the Parish Council Office.

3. RECEIVE REPORTS, UPDATES & RECOMMENDATIONS REGARDING PERSONNEL

The Clerk reported that there were no updates for the Council.

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

a) Consider a grant application from Mark Cross Primary School.

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

It was **RESOLVED** to make approve the grant request for £500. **Clerk** to notify Mark Cross Primary School and Friends of Mark Cross Primary School and arrange for payment to be made.

b) Consider a grant application from the Powder Mill Trust Nature Reserve.

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

It was **RESOLVED** to make a grant of £400 to the Powder Mill Trust Nature Reserve. **Clerk** to notify the Trust and arrange for payment to be made.

c) Discuss and consider quotation for moss removal and cleaning of the Rotherfield Surgery roof.

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

It was **AGREED** that a further quotation was required for comparison. **Cllr Harris** in conjunction with the **Clerk** to arrange for an additional quote.

d) Discuss and agree the Council's response to the DRAFT Wealden's Climate Green Paper.

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

Cllr Fryatt gave the following presentation on the Wealden's Climate Green Paper:

Slide 1:

WEALDEN'S CLIMATE GREEN PAPER

Draft

PCM Discussion
30/1/25

Slide 2:

Wealden's Big Climate Event

- Freedom Leisure
- NHS – Sussex Health & Care
- Sussex Local Nature Recovery Strategy
- Pevensey Bay to Eastbourne Coastal Management Scheme
- Withyham Parish Council – Climate & Ecology Advisory Group
- Green Transition Crowborough
- Climate Friends – Nature Recovery & Climate Action in Parish of East Dean and Friston

Slide 3:

Wealden's Climate Green Paper

- Preferred pathway is a medium ambition scenario, resetting the Council's net zero target for the district to 2044
- Draft Green Paper – Survey
- Vision
- Mission Statement
- Key themes

Slide 4:

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Strategic Action Plan Themes

- Communication and Engagement
- Buildings and energy
- Energy Generation
- Travel and transport
- Resource Consumption and Waste
- Land Use, Biodiversity and Water
- A Green Low Carbon Economy
- Governance and Leadership

Slide 5:

Next steps

- Survey closes Sunday 16th February
- Working group to consider and respond ...
- Formulate our own plan of action for 2025

It was **AGREED** that the Council should make a response to the consultation. **Cllr B Johnstone, Cllr Kember and Cllr Fryatt** to meet and agree a response on behalf of the Council. **Clerk** to submit answers to the consultation following the meeting.

e) Discuss and consider ideas for improving traffic and parking on Church Road Rotherfield.

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

The Clerk reported that this matter had been discussed at a recent meeting of the Highways, Lighting & Transport Committee and that a considerate parking campaign will be run across the Parish including parking on Church Road.

The Clerk updated the Council that he had requested that the white lines outside of Moons Yard and the road markings are repainted.

f) Consider a request from the Rotherfield Memorial Institute Management Committee to fund the refurbishment of the building's windows.

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

Cllr B Johnstone updated the Council on the progress of the Rotherfield Memorial Institute Refurbishment project. It had been identified that the repair of the sash windows could be done as an independent element and would help with the sustainability and utility costs of the building.

It was **RESOLVED** to agree a budget of £3,500.00 for this work.

g) Consider estimate for the fencing of the land adjoining Rotherfield Bowls Club.

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

It was **RESOLVED** to accept the following elements of the quote.

Estimate 1 - Stock Fencing to the New Field in Rotherfield

Estimate 2 - Pedestrian Gates to the New Field in Rotherfield – **Only 1 pedestrian gate off of the Recreation Ground.**

Estimate 3 - Field Gate to the New Field in Rotherfield

Clerk to notify contractor to proceed as soon as the land transfer is complete.

h) Discuss and agree the Council's response to the new East Sussex Rights of Way Access Plan.

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

It was **RESOLVED** that the Clerk would bring this back to the 27th February Parish Council Meeting. **Clerk** to produce a summary to circulate to Councillors.

5. RECEIVE UPDATE ON THE ROTHERFIELD MEMORIAL INSTITUTE.

Cllr B Johnstone updated the Council that the refurbishment project is moving forward and a timetable has been formulated to present the business case to the Parish Council. Cllr Gosney asked if there was going to be an extraordinary meeting to discuss the Institute project. Cllr B Johnstone offered to meet with Cllr Gosney and any other Councillor who would like updates on the project.

6. RECEIVE UPDATE ON THE MARK CROSS COMMUNITY CENTRE.

Cllr B Johnstone updated the Council on the status of the new Management Committee. The Clerk asked which Councillors in addition to the Council Chair and Vice-Chair would stand for the Committee. It was **RESOLVED** that Cllr Fryatt and Cllr Kember would stand for the Committee. It was **AGREED** that Cllr Gosney would be a standby Councillor for this Committee if required.

Clerk to arrange a meeting of the Mark Cross Community Centre Management Committee.

7. RECEIVE UPDATE ON THE ROTHERFIELD SURGERY BUILDING.

The Clerk reported that a representative of Sussex Primary Care had been appointed to meet with the Clerk and Louise Henrick to discuss the rent renewal for the Surgery. Dates are awaited for this meeting.

The Clerk confirmed that a contractor had been appointed to attend to the mould area inside the building previously reported to the Council.

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

Date	Meeting
3 rd December 2024	Planning & Environment Committee
5 th December 2024	Finance & General Purposes Committee
14 th January 2025	Highways, Lighting & Transport Committee

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

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a) Meetings attended on behalf of the Parish Council.

- Cllr Harris, Cllr Turner and the Clerk met with Rotherfield Sports Club to agree on the use of the Recreation Ground and Village Hall Car Park for Rotherfield Bonfire Society Events.
- Councillors and the Clerk attended the Strengthening Local Relationships meeting with East Sussex Highways and our County Councillors.
- The Clerk reported that he had attended the Village Hall Committee meeting and informed them of the Council's agreement to add two extra disabled parking bays in the Village Hall Car Park.
- Cllr B Johnstone reported that she had met with two residents from Mark Cross who would be willing to organise the REACT for Mark Cross.
- Cllr Fryatt reported that he had made two site visits to meet with Argos Hill and Hastingford Lane residents.

b) Clerk's updates and issues.

- The Clerk asked if the Council would like to proceed with getting quotations for the replacement of the seesaw in the Children's playground. It was **AGREED** to hold off on replacing the Seesaw for the time being.

c) Items for the next Parish Magazine column.

- Rotherfield Memorial Institute Update
- SID Statistics
- Grant Funding
- Update on New Road Drainage

10. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- The Clerk reported that he had received an email from a resident regarding drainage at Catts Hill. The clerk has raised with the Highway Steward and will reply to the resident.
- The Clerk reported that Cllr Fryatt had been copied into a letter sent to East Sussex County Council regarding Hastingford Lane and Five Chimney Lane, which is on the outskirts of the Parish.

11. TO RECEIVE INSPECTION BOOK & REPORTS.

Date	Inspection Report
22 nd January 2025	Hornshurst Burial Ground Report
22 nd January 2025	Playground Inspection Report
22 nd January 2025	Recreation Ground Inspection Report
22 nd January 2025	Old Burial Ground Inspection Report

12. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

Date	Meeting	Venue
18 th February 2025	Planning & Environment Committee	Rotherfield Village Hall
27 th February 2025	Parish Council Meeting	Rotherfield Memorial Institute
11 th March 2025	Planning & Environment Committee	Rotherfield Village Hall
25 th March 2025	Highways, Lighting & Transport Committee	Rotherfield Memorial Institute
27 th March 2025	Parish Council Meeting	Rotherfield Memorial Institute

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

Please Note: The Community & Events Committee meeting set for the 18th February 2025 is cancelled and will be rescheduled for March 2025.

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 Harris asked if there was an update on the Emily Craig Trophies for two primary schools in the Parish. Cllr B Johnstone confirmed that she and Cllr Richardson are still arranging these.

Chair declared the meeting closed at: **[21:10]**

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