

ROTHERFIELD PARISH COUNCIL

Working for the Community

in Rotherfield, Town Row, Mark Cross, Eridge Green, Boarshead and surrounding areas

MINUTES OF A MEETING OF THE COMBINED FINANCE AND GENERAL PURPOSES COMMITTEE AND PLANNING COMMITTEE HELD AT 19:30 PM ON TUESDAY 19TH JANUARY 2010 AT ROTHERFIELD VILLAGE HALL

PRESENT	Cllr. L Pike (Chairman)	Cllr. D Harman
	Cllr. Mrs. P Halse-Adamson (Vice-Chair)	Cllr. C. Prince
	Cllr. J Bowerman	Cllr. N Wickenden
	Cllr. D. Clark	Cllr. R. Williams
	Cllr. C. Clibbens	

No members of the public attended.

AGENDA

- 1. APOLOGIES FOR ABSENCE (LGA 1972 s 85).** Apologies were tendered and accepted for Cllrs. R. Jaques, R. Harris, and J. Padfield.
- 2. DECLARATIONS OF INTEREST.**
The Chairman declared a personal interest in respect of item 5 e) on the agenda as he occasionally assists one of the businesses, A.C. Moaby, who has been invited to tender for the work.
- 3. RECEIVE MINUTES OF PLANNING AND BUILDING COMMITTEE MEETING 21ST DECEMBER 2009 AND FINANCE COMMITTEE MEETING 21ST APRIL 2009 & MATTERS ARISING.** It was proposed and agreed that the Minutes of the Finance Committee meeting be adopted, the Chairman signed them, and there were no matters arising. With regard to the Planning and Building Committee minutes, it was noted that they formed part of the Parish Council Meeting of the same date and will be brought before the January Parish Council Meeting for adoption.
- 4. CONSIDER AND MAKE RECOMMENDATIONS ON PLANNING APPLICATIONS AND RELATED MATTERS.**
 - a) WD/2009/2572/F** Bletchinglye Farm, Bletchinglye Lane, Rotherfield, TN6 3NN.
Conversion of attic/loft store to bedroom with en-suite shower room and insertion of 3 light casement window to replace single casement.
The Parish Council recommends that this application be APPROVED subject to consultation with the Conservation Officer.
 - b) WD/2009/1853/O** Land at Owlsbury Depot, Hadlow Down Road, Rotherfield, TN6 3RG
Outline planning application for the erection of affordable houses, with associated landscaping, car parking and vehicular access. Notice of appeal received and any comments to be with the Planning Inspectorate by 26th January 2010.
It was recommended that this application be refused when it was originally considered by the Parish Council in September 2009. It was AGREED to pass the same objections to the Planning Inspectorate as were made in respect of the original application, CLERK to action.
 - c) Receive information regarding proposed application for storage facilities for a new smallholding at Owlsbury Farm.**
The applicant has e-mailed the Council giving background to their proposal to set up a smallholding on 14.5 acres of land. Clerk has spoken to WDC for information and they have advised that an application for a storage barn was received in June 2008 by way of Agricultural Determination. This was refused, as the smallholding was not yet running. WDC also advise that there has been recent enforcement activity due to various structures appearing on the site.

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It was AGREED that the Council have no comments to make in respect of the information received as no decision can be made until a formal application is made.

5. OTHER ITEMS FOR CONSIDERATION

d) Consider response to Wealden District Council Draft Corporate Plan 2010-13.

It was noted that due to the postponement of the meeting last week it had not been possible to give the Council's formal response to this and the deadline had now passed.

e) Consider quote for tree work in St Denys' Old Burial Ground.

Four invitations to tender for this work were issued and the deadline for their return extended due to the bad weather over the deadline date of December 21st. One response has been received and an apology received from one of the other recipients who had been unable to respond due to change of address. The response opened at the meeting was from A.C. Moaby and his quote of £1500 was ACCEPTED, work to be undertaken January/February subject to weather. CLERK to advise him accordingly.

f) Receive information from Wealden District Council regarding the implementation of Electronic Consultation on Planning Applications.

Clerk had hoped to have more background from a presentation scheduled at the recent Clerk's conference but this was postponed due to the weather and has yet to be rearranged. Comments have been made by many parishes regarding the workings of the scheme and the cost of equipment required to implement. Clerk is making enquiries regarding the equipment recently installed in the Hall which he believes will be suitable for presenting future Planning meetings. It is understood that there are no plans at present to increase hall charges to cover eventual renewal of the equipment, also that there is a laptop available in the hall and plans to install a projector.

6. NOTICES OF DECISION RECEIVED FROM DISTRICT COUNCIL.

APPROVED

- **WD/2009/2049/F** Little Ashley Farm, Ashley Road, Rotherfield, TN6 3PW
Wrought iron gates and side gate with brick pillars.
- **WD/2009/2207/F** Lone Oak, Yew Tree Lane, Rotherfield, TN6 3QP. Construction of an oak framed garage to partially replace existing garage.
- **WD/2009/2224/F** Lavender Cottage, Yew Tree Lane, Rotherfield, TN6 3QP. Demolition of existing double garage and shed, construction of new double garage and garden studio.
- **WD/2009/2252/LB** 1 High Street, Rotherfield, TN6 3LL. Demolition and reconstruction of existing door and bay window to shop and suppression of door to living room.
- **WD/2009/2264/F** Pinehurst, Eridge Road, Eridge Green, TN3 9JU. Erection of a two bay parking garage to the northeast of the dwelling (amended location to that previously approved – application ref: WD/2009/1534/F). Erection of a garden wall and replacement entrance gates.
- **WD/2009/2340/F** Woodland Park Farm, Sheriffs Lane, Rotherfield, TN6 3JE. Proposed conversion of outbuilding to form holiday let accommodation.
- **WD/2009/2341/F** Woodland Park Farm, Sheriffs Lane, Rotherfield, TN6 3JE. Proposed alterations to roof and retention of former commercial nursery building for the storage of up to 15 classic cars.
- **TM/2010/0001/TPO** Fell one oak tree within tree preservation order (Crowborough) No. 5, 1983. 6 Brickyard Cottages, Mark Cross, Crowborough, East Sussex, TN6 3PS.

REFUSED

- None.

7. ENFORCEMENT MATTERS.

- None.

8. PLANNING CORRESPONDENCE.

- None.

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9. CONSIDER REQUESTS FOR GRANTS AND OTHER EXPENDITURE.

Grants

- a) **St Martin's Initiative.** £1500 for the forthcoming financial year to be paid direct to them to cover hall hire and annual insurance premium. AGREED at December Parish Council meeting.
- b) **Rotherfield preschool.** £6000 is already earmarked in the accounts from last year's precept as a contribution toward the new build with a further £1000 held representing Village of the Year prize money donated for use by the pre-school.
- c) **Wealden Citizens Advice Bureau.** £250 is granted each year toward this, AGREED to add to next year's budget and continue with this payment which is made under S142 (2a) of 1972 LGA.
- d) **Anchor Staying Put.** £250 is granted each year toward this, AGREED to add to next year's budget and continue with this payment.
- e) **Rotherfield Bowls Club.** No approach for funds has been made but a planning application is being processed in respect of the planned new clubhouse.
- f) **Village Hall Requests.** It is understood that Eridge Hall are to make an approach for further grant money, a formal request has yet to be received. AGREED to allow £1500 in next year's budget should a request be made.
- g) **Samaritans.** £50 has been granted to them for the past two years, AGREED to make a £250 allowance in the Budget for small requests of this nature.
- h) **Uckfield Railway Line Parishes Committee.** £20 donation made last year. Clerk considers that this payment may be made under s143 LGA 1972 being to an association of local authorities formed to consult upon matters of common interest.

With the exception of c) and h), the above payments could be made using powers under sections 137 and 139 of the Local Government Act 1972 as they are in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.

Subscriptions

- i) **Wealden District Association of Local Councils (WDALC).** £30 this year.
- j) **Sussex Association of Local Councils/National Association of Local Councils (SALC & NALC).** Based on figures provided by SALC this should be £784.34 for this year.
- k) **Council for the Protection of Rural England (CPRE).** £29 this year.
- l) **Farming and Wildlife Advisory Group (FWAG).** £41.10 last year.
- m) **Society of Local Council Clerks (SLCC).** £135 this year.

It was AGREED to continue with the above subscriptions for the 2010/11 Financial Year.

Other expenditure

- n) **Repair and resurface of Mark Cross car park.** One quote obtained for comprehensive resurfacing at a cost of £7K, which is for high specification repairs to the car park and approach road. AGREED to budget £4000 under Capital Works and investigate lower cost repairs. Concerns expressed that the car park is used by contractors vehicles during road repairs and that this causes damage, it is understood that further works are due on the A267 shortly. CLERK to investigate terms of licence to see if permission is required for this and contact ESCC to see when work is planned.
- o) **Possible provision of bus shelter at Town Row.**
Clerk understands from JAKK that they have provided shelters for a nearby council costing in the order of £1K. Information has been provided to them to provide a more detailed figure based on the style of shelters at Mark Cross. AGREED to add £1500 to Capital Works budget and investigate whether sponsorship could be sought from local businesses. CLERK to contact

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ESCC to establish what licensing arrangements would be required and any other information relating to installation of shelters.

- p) **Traffic calming measures Mayfield Road.** No further information has been received from ESCC regarding options discussed and cost. AGREED to increase Highways Traffic Control budget to £4000 for possible works.

9. CONSIDER EXPENDITURE BUDGET FOR 2010/2011.

After discussion, the following expenditure budget was AGREED.

Expense Category	Expenditure	Expenditure Budget 2010/11
Recreation Grounds	Grounds Maintenance Contract – Sports Club	2400
	General Repairs & Maintenance	1200
	Grounds Maintenance Contract	3700
	Grounds Maintenance Contract - Amenity Land Court Meadow	800
	Allotments (net)	500
	Car Park Repairs	500
	Play Area	1000
	Dog Bins Millennium Green	360
	TOTAL	10460
	Less Rent Income (Allotments)	500
	Less School Contribution	500
	RECREATION	9460
	GROUND NET EXPENDITURE TOTAL	
	Capital Works:	Pre School
Bowls Club Building/Land		500
Mark Cross Village Green/Car Park		4000
Bus shelter at Town Row		1500
CAPITAL WORKS		12000
TOTAL		

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Burial Grounds	Gen Maintenance	2000
	Grounds Maintenance Contract	3800
	Repairs & Renewals	500
	Tree and Hedge Work	1500
	Water Supply	100
	Rates	350
	Wall of Remembrance and Improvement works	2500
	TOTAL	10750
	Less Burial Fee Income	2500
BURIAL GROUNDS NET EXPENDITURE	8250	
Lighting	Lighting & Maintenance Contract	6000
	Repairs	3000
	Capital Works: New Installations	3000
	LIGHTING TOTAL	12000
Highways	Footpaths	1500
	Seat Repairs	300
	Street Sweeping	1500
	Fingerposts & Signs	2000
	Bus Shelter Refurbishment	500
	Traffic Control	4000
	Other maintenance	500
	Mark Cross dog bin emptying	250
	Grounds Maintenance Contract	750
	HIGHWAYS TOTAL	11300
General Administration	Employment Costs and Training	15000
	Office Costs (plus Tel, home office, postage)	1700
	Office Equipment	100
	Establishment Costs and Subs.	5000
	Meeting Costs	400

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F&GP and Planning minutes 19th January 2010 DRAFT MINUTES

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	Notice boards	150
	Election Costs	1000
	Chairman's Allowance	250
	Newsletter	1000
	TOTAL	24600
	Less Interest Income	100
	GENERAL ADMINISTRATION NET EXPENDITURE	24500
Grants	General	250
	Citizens Advice Bureau	250
	Eridge Village Hall	1500
	GRANTS TOTAL	2000
	Less Grants Obtained	
	GRANTS NET EXPENDITURE	2000
Section 137	St Martin's Initiative	1500
	Freedom Leisure - hall hire for Active Play Project	200
	Anchor Staying put	250
	General	250
	SECTION 137 EXPENDITURE TOTAL	2200
Contingency	Contingency	1000
	CONTINGENCY TOTAL	1000
	TOTAL NET EXPENDITURE	82710

Clerk advised of the following items:-

- Reclaim of £6836 in respect of Vat made by the Football Foundation (FF) is still outstanding. This relates to grants they made in respect of the football pitch drainage project whereby the monies included Vat paid although it later transpired that this was reclaimable by the Council. It is considered that the reclaim figure should be £4778 to account for payments for work not claimed from the FF. They have been advised of this and given supporting information. Their claim dates from December 2008; despite a reminder to them in April 2009, no further correspondence has been received.
- ESCC Street lighting accrual figure of £4K relating to 2003/04. Unless reclaimed by end of this financial year the sum will be written into general reserve.

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10. CONSIDER STREET SWEEPER'S WAGES.

This is to be reviewed at the April finance meeting, CLERK to add this to the Agenda.

11. REVIEW COUNCIL INSURANCE COVER.

Internal auditors suggest that the Council consider whether they wish to continue insuring street lamps and other street furniture. Other Councils do not trouble to insure these items and take a view that they can bear the risk themselves. Insurers advise that premium for street lights was £1071 with premium for the other street furniture items costing £196, this from a total premium in June of £2355 with a policy excess of £250. After discussion, it was AGREED to review this closer to policy renewal date and obtain quotes from other companies. At this time the insurance for the line-marking machine on the policy schedule may be reconsidered, it was purchased by the Council several years ago and it is believed that it is now fully depreciated.

12. CONFIRMATION OF LEGAL PAYMENTS.

£150 recently invoiced by Council's Solicitors in respect of their work to draw up a licence relating to street light installation on private land.

13. CONSIDER PARISH PRECEPT RECOMMENDATIONS FOR 2010/2011.

The total net expenditure figure in the budget for next year is £82710. £17000 of this relates to sums unspent from last year's budget, deducting this figure leaves the sum of £65710. It was AGREED to recommend a figure of £ 51000 for the 2010/11 precept (3.03% increase on 2009/10), the balance of the expenditure will be taken from the Council's general reserves. Based on the provisional figures provided by WDC, this would cost £33.11 for the year in Council Tax for a Band D property in the Parish (an increase of 2.67% on the previous year's figure of £32.25). CLERK to add this to the Agenda of the January Parish Council meeting for final approval.

14. URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA.

- It is intended that a Parish Newsletter be produced for this year, CLERK to let Cllr. Clibbens have copies of old newsletters for reference.
- Hedges and Trees in Treblers Road, and drainage problems near Castle Hill Triangle, still require action by ESCC, CLERK to investigate.
- Many pot holes have opened up due to recent weather conditions, please pass details to Clerk or Chairman for communicating to ESCC.
- PC Etherington has advised that the Parish PCSO has resigned. He will introduce her successor, PCSO Matt Prior, to us.

15. PUBLIC FORUM.

None.

The Chairman declared the meeting closed at 21:20.