

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 PARISH COUNCIL HELD AT 19:30 ON THURSDAY 24TH JUNE 2010 AT ROTHERFIELD VILLAGE HALL

PRESENT Cllr. Mrs P. Halse-Adamson (Vice Chairman) Cllr. R. Harris
Cllr. Mrs. N. Bolton Cllr. R. Jaques
Cllr. J. Bowerman Cllr. J. Padfield
Cllr. D. Clark Cllr. N. Wickenden

ALSO PRESENT. 4 members of the public and Cllr. Huw Merriman (WDC).

1. **APOLOGIES FOR ABSENCE (LGA 1972 s 85).** Apologies were tendered and accepted for Cllr. L. Pike, Cllr. R. Williams, Cllr. C. Clibbens, Cllr. D. Harman, Cllr. C. Prince and PCSO Matt Boyle.
2. **DECLARATIONS OF INTEREST.** None.
3. **POLICE COMMUNITY SUPPORT OFFICERS REPORT.**
The Clerk delivered this on PCSO Boyles behalf.
 - There have been two Road Traffic Collisions in the Parish, neither causing personal injury.
 - Damage was caused to a gate in Eridge, there was a shed broken into at Boarshead and a theft from a barn in Rotherfield.
 - Speedwatch. 4th June in Station Road 6 vehicles caught speeding between 37mph and 40mph, 3 of these from the Parish. 22nd June Mayfield Road, Rotherfield, 4 vehicles caught speeding between 36mph and 40mph, none from the Parish. Mayfield Road has now been approved for Speedwatch near Court Meadow in both directions, also the A267 by the bus stop near Mark Cross Hall, also in both directions.

It has been noted that speed checks have recently taken place in Mark Cross on two occasions.
4. **RECEIVE MINUTES OF PARISH COUNCIL MEETING HELD ON 27th MAY 2010 AND MATTERS ARISING.** It was AGREED that these minutes be adopted and there were no matters arising.
5. **AGENDA ITEMS**
 - a) **Review and sign Annual Return document and receive information regarding June Internal Audit.**
Internal auditors visited recently and a copy of their report has been circulated, CLERK to deal with issues raised. Copies of the Annual Return were circulated to the Councillors and the various sections explained. It was RESOLVED that the form be signed, the Vice Chairman and Clerk completed the appropriate sections, CLERK to arrange sending to External Auditors.
 - b) **Receive information from recent Strengthening Local Relationships informal meeting held with ESCC Highways and consider further action regarding the following Highways issues:-**
 - i. **Provision of warning lights in Station Road by School Steps.**
It is suggested that the Council liaise with the School regarding the number of pupils actually using these steps and also whether there is a travel plan in which they feature to see if lights would be worthwhile. RESOLVED that CLERK liaise with school regarding this information.
 - ii. **Removal of bracket street lamp near Sylvan Valley to allow provision of limit reminder measures.**
Ian Johnson (ESCC) believes it may not be necessary to arrange a traffic order for limit reminder measure as they should be covered by the one taken out when the limit was reduced to 30mph. RESOLVED that CLERK is to obtain quote from Highways Lighting for removal, if £150 or less proceed otherwise report back at next meeting. The proposal has already been mentioned to the owner of the nearby property who has no issues with removal.
 - iii. **Speed limit reminder measures in Mayfield Road.**
Information now to hand regarding relocating/removing the lamp on Mayfield Road. Information awaited from ESCC regarding cost of providing speed cushions only. A new traffic order may be required and ESCC are investigating. CLERK to report progress when received.

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ESCC have advised that the overhanging hedge in Church Road is to be re-inspected although they consider that this is not hazard. The hedge in Trebler's Road that has been reported to them is not considered to need cutting.

- c) **Receive information and consider further action regarding resurfacing of the Mark Cross car park.**
ESCC have confirmed 50% contribution toward costs subject to a site visit and a price based on their term contractor's rates. Further information awaited from them regarding this. £4K is in this year's budget for the project, CLERK to carry forward to next agenda.
- d) **Receive information and consider further action regarding installation of "part night" lighting in Court Meadow estate.**
Figures from ESCC indicate that installation of "part night" cells on the 16 lamp columns would cost £672, installation of 23w compact fluorescent lamps would cost a further £650. Both the first option and the combined options would achieve payback in around 3 ¼ years based on the energy cost and burn time information provided. ESCC advise that a trial fitting of the lower energy lamps is best undertaken on a few columns first as light output will be lower. Analysis of Parish crime statistics related to incident times is awaited from the Police. Cllr. Harris declared a personal interest in this matter as he lives in this area. A resident was allowed to address the meeting regarding the issue and considered the proposal worthwhile. However they felt that the lighting levels in Mayfield Road would benefit from improvement. It was RESOLVED that the installation of the part night cells and the low energy lamps on all 16 columns should progress, CLERK to action.
- e) **Consider quotes for levelling of graves in St Denys' Old Burial Ground.**
Two quotes requested for the work. Concerns expressed that the surplus soil on the old bonfire site may not be of sufficient quantity or quality for this work and that additional soil would need to be provided. AGREED that Cllr. Bowerman is to sample the soil and report back prior to work being agreed, CLERK to add to agenda of July meeting.
- f) **Consider request from St Winifred's Hospice Eastbourne for indication of support for their expansion proposals.**
Letter from them has been circulated to Councillors and was read to the meeting. It was RESOLVED to take no further action.
- g) **Consider correspondence items requesting a response.**
- Invitation received from ESCC inviting a representative to official opening of the Crowborough Children's centre on July 7th. No attendee's came forward.
 - Invitation received from ESCC to Transport and Environment Annual Parish and Town Council meeting 23rd July at Uckfield. No attendee's came forward.
- h) **Consider grant requests from Rotherfield St Martin for grant assistance to set up pilot scheme in Mark Cross for Parishioners and also from the Rotherfield Parish Twinning Association for reception and school link.**
Correspondence circulated prior to meeting, £500 sought by St Martin's and reply awaited from Twinning Association as amount not indicated in their letter. St Martin's advise that they have recently been granted £1000 by Crowborough Town Council to assist with travel costs for those from the Town who are members of the project. CLERK to carry forward the Twinning Association request to agenda of July meeting pending further information. It was mentioned that when the Twinning started it was encouraged and supported by the Parish Council but that financial support was considered be a matter for Councillor's to provide on a personal basis if they so wished. It was RESOLVED that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit then in a manner commensurate with the expenditure. £100 be for the St Martin's Project to set up a pilot scheme in Mark Cross. CLERK to advise and arrange issue of cheque at July meeting.
- i) **Consider policy on public liability insurance cover level requirements for contractors working for the Council, groups holding events on Parish land and organisations who occupy the Recreation Ground.**
Clerk has been reviewing liability cover details and has received copies of this from several of the Council's contractors and organisations using the Recreation Ground. Amounts of cover vary, it was considered that further information be sought from insurer's/solicitors regarding the Council's liability if a claim was made against a contractor/other organisation and they were under insured. RESOLVED that CLERK investigate this and add to Agenda of next Finance and General Purpose Committee meeting to consider.

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j) Consider arrangements during Clerk's forthcoming holiday absence.

It was RESOLVED that grave spaces to be provisionally allocated to undertakers, burial records to be passed to Chairman for custody, and phone and e-mail messages to be set up to direct urgent matters only to the Chairman. Arrangements are to be made to re-direct the planning papers during this period and information left for the Planning meeting to be held on August 10th.

k) Receive information regarding Clerk's CiLCA study progress and requirements for Council to be awarded Quality status.

Slow progress with this due to volume of work, hopes to make good use of the forthcoming meeting free 3 weeks to progress some of this. The requirements for the granting of "Quality" status were summarised for the meeting.

l) Receive information regarding Clerk's Annual review and consider further action.

To be carried forward to the July Agenda.

m) Consider request for use of Amenity Land for the Friends of the Surgery annual fundraising event.

To be held on 28th August. RESOLVED that this be allowed, CLERK to notify the Friends and request contractors to schedule a cut a few days beforehand.

6. RECEIVE MINUTES OF COMMITTEE MEETINGS & MATTERS ARISING.

- Highways Lighting and Transport 1st June
- Planning and Building Committee 8th June.

It was RESOLVED that both these minutes be adopted and that there were no matters arising.

7. REPORTS

- **Other committees and sub-committees.** None.
- **District and County Councillors.** No County Councillors present.

Cllr Padfield (WDC) reported the following:-

- Wealden are working hard to save money without involving too many actual cuts.
- Permission has been granted for two houses to be built on the site of "Little Oaks" in Mayfield Road, he had personally recommended refusal at the planning meeting.
- Had attended the first e-planning meeting at Withyham Parish Council, this had gone well.
- Jameah. Has observed 22 cars, a bus and a tractor on this site and the access road nearest to Mark Cross is well used, the vehicles appeared to be in working order. The property does not appear occupied and he understands that EDF have disconnected power to it. Will request that WDC enforcement officer investigate the vehicles on the site.

Cllr Merriman (WDC) reported the following:-

- Apologised for late arrival as he had been attending a site meeting with some Parishioners regarding the land adjacent to Highgate Flats. Confirmed that are no planning applications for this site other than one dated 1998 that had been withdrawn. No action can be taken in advance of any occupation of the site but WDC have been prompted to devise an "Immediate Enforcement" policy to deal with planning issues and unauthorised occupation of land requiring urgent action as there are no formal arrangements at present.
- Unsure of whether the new Government policy on "Garden Grabbing" will be dealt with by direction or whether it will require statute law.
- Free swimming for over 60's. Central funding for this has been withdrawn, not yet known if ESCC will continue to fund this separately.
- **Meetings attended on behalf of the Parish Council.**
- Chairman and Clerk attended the first four weekly progress meetings for the pre school new build.
- Many technical details discussed, issues needing resolving regarding fire brigade access alongside hall, project team are dealing with this.
- Minutes will be circulated when received, contractors have been asked to put their cones away at night as they restrict the parking spaces available for evening hall activities.
- Sports Club have raised issues regarding land drain and access, these have been passed on to Project Managers to deal with.

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- Cllr. Wickenden and Clerk attended yesterday's 10th Anniversary AGM of the Millennium Green Trust at which the support of the Council and Clerk were gratefully acknowledged and the Green's new website launched.

Cllr. Wickenden attended the WDC Parish Planning Forum. It is believed that the change of Government will alter the Strategic Land Assessment.

- **Clerk's report and issues.**

- Parish Newsletter has been mailed, approximately £200 under budget. "All in" cost of each of the 1400 copies printed was just over 57p.

8. FINANCE

- Bank Reconciliation to year-end May 2010. The RFO presented the figures, which were agreed and signed by the Chairman.
- Review of Expenditure against Budget at year-end May 2010. The RFO provided the summary figures to Councillors and relevant detailed figures to the Committee Chairmen.
- Approval of Payments. After explanation it was agreed that the following payments be made:-

CHEQUE NO	CHEQUE PAYABLE	DETAILS	AMOUNT
801125	Trevor Thorpe	Clerk's salary for June	£831.23
801126	HMRC	Tax and N.I. for June	£204.49
801127	Trevor Thorpe	Clerk's expenses for June	£115.90
801128	Jim Gander	June street sweeping and bin emptying	£131.25
801129	Rotherfield Sports Club	June grass cutting - recreation ground	£300.00
801130	Konica Minolta	Photocopier hire	£40.22
801131	Vision ICT	Website hosting and support 18/08/10 - 18/08/11	£142.18
801132	Gwen Pritchitt	2009/10 Audit services - June visit	£183.00
801133	David Peacock	Horse sign at Town Row	£47.00
801134	ESCC	Reimbursement of contribution to Clackham's Lane fingerpost repair	£346.25
801135	Pureprint Group	Print and post Parish Newsletter	£777.00
	Tollwood Garden Services	Grass cutting for June	£1,097.45
		Total	£4,215.97

CREDITS

Payment from	Details	AMOUNT
Tester and Jones	Memorial fee	£60.00
Alliance and Leicester	Interest on 4711394	£6.61
J Kempster and Sons	Grant of burial and interment fee for non parishioner	£578.00
NIG	Settlement of claim re: damage to Clackham's Lane fingerpost	£692.50
Tester and Jones	Memorial and vase fee	£94.00
Tester and Jones	Memorial fee	£60.00
	Total	£1,491.11

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9. CORRESPONDENCE RECEIVED FOR INFORMATION

Alliance and Leicester – Details of name change process to “Santander”.

- **FWAG** – Annual meeting and summer farm walk 29th June.
- **CPRE** – e-tools briefing notes and annual report.
- **WDC** – Advance notice of District Parish Conference 3rd November venue TBA.
- **ESCC** – Waste and Minerals core strategy factsheets
- **School Governors one-stop shop** – Information and poster.
- **Sussex Safer Roads Partnership** – “Operation Crackdown” information and leaflets.

MAGAZINES AND CIRCULARS

- **Water Resources update** Spring 2010.
- **LCR** – Summer 2010 – Clerk to investigate cost saving if we only have one copy.
- **Kent and Sussex FWAG** newsletter – Issue 2
- **WDC Parish Bulletin** – Issue 1
- **SALC** – Summer 2010 bulletin

10. INSPECTION BOOK & REPORTS

These were presented to the Chairman for signature.

11. DATES FOR FORTHCOMING MEETINGS.

- Planning and Building Committee Tuesdays June 29th and July 20th.
- Parish Council meeting Thursday July 22nd.

All above meetings to be held in Rotherfield Village Hall.

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

- Email forwarded on by WDC – request for dog bin in village centre and complaint regarding dog fouling
- Clerk suggests that Tony Moaby is approached re installation of the warning sign for the Cemetery, cost to be covered by Clerk’s allowance.
- E-mail from Parishioner re: speeding issues. Clerk to respond.
- Requested that Clerk investigate dates for Power of Well Being courses.
- Clerk confirmed that the damaged bus stop in Mayfield had been reported to ESCC.
- Clerk reported that a successful conviction had been made against a fly tipper in Limekiln Forest.
- Clerk is to investigate a stained glass light that has been discovered, believed donated by St Chéron and Twinning Association are to be reminded of it.

The Chairman declared the meeting closed at 21:35

13. PUBLIC FORUM. None.

.....Chairman.....Date