

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 27TH MAY 2010 AT ERIDGE VILLAGE HALL

PRESENT Cllr. L. Pike (Chairman) Cllr. C. Clibbens
Cllr. Mrs P. Halse-Adamson (Vice Chairman) Cllr. R. Harris
Cllr. Miss N. Bolton Cllr. J. Padfield
Cllr. D. Clark

ALSO PRESENT. No other officials or members of the public attended.

APOLOGIES FOR ABSENCE (LGA 1972 s 85) Cllr. Mrs. R. Williams, Cllr. J. Bowerman, Cllr. R. Jaques. Cllr. C.Prince, Cllr. D. Harman, Cllr. R. Tidy (ESCC), Cllr. F. Whetstone (ESCC) and PCSO Matt Boyle. Cllr. N. Wickenden is attending a Planning Forum on behalf of the Parish Council and organised by Wealden District Council.

1. DECLARATIONS OF INTEREST. None.

2. POLICE COMMUNITY SUPPORT OFFICERS REPORT. None.

3. ANNUAL ELECTIONS AND APPOINTMENTS

- **To Elect a Chairman** – Cllr L. Pike was re-elected unopposed and his declaration of office was signed at the meeting.
- **To Elect a Vice-Chairman** - Cllr. Mrs P. Halse-Adamson was re-elected unopposed and her declaration of office was signed at the meeting.
- **To consider membership of Committees.**
 - Cllr. Harris indicated that he will be standing down as Chairman of the Highways, Lighting and Transport committee but is willing to continue as Vice Chairman.
 - Cllr. Miss N. Bolton indicated that she wishes to sit on the Highways and Planning Committees.
 - Cllr. Mrs. R. Williams has indicated that she wishes to sit on the Highways and Planning Committees.
 - Cllrs. Wickenden and Harman have indicated that they wish to remain on their existing committees.
- **To Elect Council Representatives**
 - **Rotherfield Village Hall** – Cllr. Prince was not present and confirmation will be sought from him that he wishes to continue as representative
 - **WDALC**- Cllr Harman was not present and confirmation will be sought from him that he wishes to continue as representative.
 - **Parish Plan Facilitation Group** - Cllr Prince was not present and confirmation will be sought from him that he wishes to continue as representative
 - **SALC** - It was AGREED that Cllr Pike is to continue in this role.
 - **Uckfield Railway Line Parishes** - It was AGREED that Cllr. Padfield is to continue in this role.
 - **Rotherfield Millennium Green** - It was AGREED that Cllr. Harris is to continue in this role.
 - **Rotherfield Memorial Institute** - It was AGREED that Cllr. Pike is to continue in this role.
 - **Police Liaison** – Cllr. Harman was not present and confirmation will be sought from him that he wishes to continue as representative. Cllr. Clibbens indicated that he is willing to support Cllr. Harman in this role if required.
 - **Rotherfield Sports Club** - It was AGREED that Cllrs. Pike and Harris are to continue in this role.
- **Appointment of other Parish Posts**
 - Emergency Co-ordinators Cllrs. Pike and Wickenden
 - Tree Warden Cllr. Wickenden

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- | | |
|--------------------------------------|------------------------------------|
| ▪ Pond Warden | Cllr. Wickenden |
| ▪ Press Liaison & Monthly Newsletter | Cllr. Clibbens |
| ▪ Footpaths | Cllr. Wickenden |
| ▪ Conservation | Cllrs. Wickenden and Halse Adamson |
| ▪ Smith & Fermor Charity | Clerk |

It was AGREED that the holders of the above posts are to remain unchanged as those concerned have indicated their willingness to continue.

4. RECEIVE MINUTES OF PARISH COUNCIL MEETING HELD ON 29TH APRIL 2010 & MATTERS ARISING.

It was proposed and agreed that these Minutes should be adopted and the Chairman signed them. There were no matters arising.

5. AGENDA ITEMS

a) **Consider recommendation from Planning and Building Committee meeting that quote from Zurich Insurance be accepted for the Council's insurance cover.**

Zurich have provided a quote of £1171.06 for renewal, this excluding the soon to be demolished shed and old slaughterhouse. Policy provides £10m of public liability cover and covers the "street furniture" items on an "impact only" basis. It was AGREED to accept this quote, CLERK to make arrangements with Zurich via Suffolk ACRE who administer the scheme and also advise existing insurers that we do not wish to continue with them.

b) **Consider recommendation from Planning and Building Committee meeting that quote from Pureprint be accepted for the printing and dispatch of Council Newsletter.**

Pureprint quote £427 for printing newsletter and envelopes. 2nd class postage cost for the approximate 1360 addresses involved will add in the region of £695. WDC quote £23 for provision of file of Parish addresses.

AGREED to accept these quotes, CLERK to make necessary arrangements and enquire whether "Rotherfield Parish Newsletter" may be shown on first line of address to reduce risk of newsletter being confused with junk mail, also enquire whether postage cost may be reduce by folding newsletter and using smaller envelope.

c) **Consider arrangements for payment of Hall refuse bin charges on behalf of the Village Hall.**

For the previous two years the Council have paid the bill on behalf of the Hall and offset the cost against the room rental charge for Council meetings. Cost for the forthcoming year from WDC is £389.72. It was AGREED that this arrangement should continue, CLERK to confirm this to Hall.

d) **Receive reminder from Clerk for members to consider if any amendments are required to their declarations of interest forms.**

These are to be reviewed at the forthcoming Internal Audit and Clerk requested that any members for whom details have changed should complete a new declaration.

e) **Receive information and consider any further action required regarding Pre school new build.**

Work has now started and letters have been sent to the Hall, Scouts, School, Bowls Club and Sports club advising them of arrangements. £6K to be released to ESCC from Council as their contribution toward project, together with a further £1K held by Council representing the "Village of the Year" prize money which has kindly been donated to the project. Clerk is also to invoice ESCC for reimbursement of legal costs incurred by Parish in connection with lease. Chairman attended a site meeting prior to start of works and minutes are awaited from this, monthly progress meetings will also be held. Footings for the new building are being dug; framework is to be delivered in July.

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f) Consider arrangements for Clerk's Annual Review.

Chairman is to arrange a meeting for this to be discussed prior to next Council meeting. CLERK is to outline progress with CiLCA studies at next meeting.

g) Review Annual Parish Meeting and any matters arising for future agenda.

Satisfaction expressed at number of parishioners who attended, it was understood that this exceeded attendance of the Annual Meeting for a nearby larger council. Concerns expressed that it was difficult to hear what was being said and CLERK is to arrange for Hall p.a. to be made available for next year. The matter of the premises at Jameah and the ownership of the field next to Highgate Flats are to be added to the agenda of the next Planning Committee meeting to receive information and consider any further action, CLERK to arrange.

6. RECEIVE MINUTES OF COMMITTEE MEETINGS & MATTERS ARISING.

- Recreation and Burial Committee - May 4th.

- Planning and Building - May 18th.

It was AGREED 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.**

Cllr Padfield reported the following:-

- Wealden DC has held their Annual Meeting with Cllr. Bob Stanley the new leader and Cllr. Mrs. Clare Dowling his deputy.
- The Wealden cabinet consists of 3 members from the north of the district (including Cllr. Johanna Howell) and 4 from the south.
- Cllr. Padfield continues to sit on the north planning committee and the internal audit committee.
- Planning permission has been granted for refurbishment of the Neville Crest and Gun with a view to it reopening as a public house.
- A nearby business wishes to relocate to the Eridge Estate yard on the A26 to be nearer public transport routes, concerns have been expressed regarding the increase in traffic that would be using the entrance to the yard as a consequence of this.

Although Cllr. Whetstone was not present he asked Clerk to advise that his warning regarding further cuts/savings for this year by ESCC has come to pass.

- **Meetings attended on behalf of the Parish Council.** See 5e) above for details of pre-school site meeting.

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

- Highways are attending to the tree at the corner of Hornhurst Road and suggest that planting a replacement be deferred until autumn, the current dead one may still be under guarantee. They are also attending to various Town Row issues including replacement of the fence (set back 1m from previous location) and also repositioning the "vehicles in centre of road sign".
- Cllr. Prince has advised that our contractors have now sprayed the paths in both burial grounds. He has asked Coppards to defer treating the paths until the effective of this has become apparent.
- Have spoken to Parishioner who wishes to pay for a bench in the soon to be built Remembrance area in the Parish Cemetery. When work is complete will visit site with them to discuss further.
- Have contacted School re plans for forthcoming "camp out" weekend on the rec. This year appears to be a more complex event involving a marquee on the pitch, live music and licensed bar. Reply awaited, will add to agenda of next meetings so that the matter may be considered once information is to hand.

8. FINANCE

- Bank Reconciliation at end of April 2010. The RFO presented the figures, which were agreed and signed by the Chairman.

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- Review of Expenditure against Budget to end of April 2010. The RFO provided the summary figures to Councillors and relevant detailed figures to the Committee Chairmen.
- Approval of Payments. It was agreed at the meeting to pay an invoice for £50 to A.C. Moaby for tree cutting back in the recreation ground, this required at short notice to enable high vehicles to access the pre school site without damage. After explanation it was agreed that the following payments be made:-

DEBITS			
CHEQUE NO	CHEQUE PAYABLE	DETAILS	AMOUNT
801106	Trevor Thorpe	Clerk's salary for May	£831.23
801107	HMRC	Tax and N.I. for May	£204.49
801108	Trevor Thorpe	Clerk's expenses for May	£211.96
801109	Jim Gander	May street sweeping and bin emptying	£105.00
801110	Wealden District Council	Waste bin emptying - Parish Cemetery	£12.83
801111	Wealden District Council	Waste bin emptying - Village Hall	£449.70
801112	Rotherfield Sports Club	May grass cutting - recreation ground	£300.00
801113	Konica Minolta	Photocopier hire	£10.62
801114	Rotherfield Village Hall	Hall hire for Freedom Leisure active play session 6/4/10 - LGA 1972 S137	£12.80
801115	SLCC	Cemetery admin. & mgmt. Guide	£29.00
801116	Signs of Style	Supply and install signs for APM	£160.00
801117	Cripps Harries Hall	Legal costs for pre school lease	£2,961.37
801118	East Sussex County Council	Contribution toward pre school - £1K Village of the year prize, £6K LGA 1972 S137	£7,000.00
801119	Teambase	Stationery	£14.19
801120	Eridge Village Hall	Hall hire for May PCM	£15.00
801122	Suffolk ACRE Services	Annual insurance premium	£1,171.06
801123	Tollwood Garden Services	Grass cutting	£1,632.07
			£15,121.32

CREDITS		
Payment from	Details	AMOUNT
Alliance and Leicester	Interest on 4711394	£6.61

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HMRC	Vat reclaimed October 2009 - March 2010	£2,050.96
	Total	<u>£2,057.57</u>

9. CORRESPONDENCE RECEIVED CORRESPONDENCE INVITING A RESPONSE

- **Sussex Community Rail Partnership** – Invitation to Annual Stakeholder meeting 21st June at Oxted, 17:00-19:00.

CORRESPONDENCE FOR INFORMATION

- **Action in Rural Sussex** – Annual review guide.
- **Eridge Village Hall** – Letter of thanks for grant.
- **Rotherfield St Martin** – Letter of thanks for grant and information regarding use of current premises.
- **FWAG** – Advice of one day pest control training course.

MAGAZINES AND CIRCULARS

- **The Clerk** – May 2010.
- **St-Chéron en Bref** – Editions 262 and 263.
- **Action in Rural Sussex** – Newsletter 18.
- **Clerk and Councils Direct** – Issue 69.

INSPECTION BOOK & REPORTS. These were presented to the Chairman for signature.

10. DATES FOR FORTHCOMING MEETINGS.

- Highways Lighting and Transport Committee – 1st June 19:30
- Planning and Building Committee – 8th June 19:30.
- SLR meeting with ESCC Highways – Wednesday 16th June 14:00.
- Parish Council Meeting Thursday 24th June 19:30.

All above meetings in Rotherfield Village Hall.

11. URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA

- Chairman attended the bi-annual visit to Rotherfield's twin town of St Chéron and was honoured to lay a wreath on behalf of the Parish at the annual 8th May V.E. day ceremony.
- Loose kerb stones at entrance to North Street have been brought to attention of ESCC Highways by Cllr. Tidy on behalf of the Parish as these had been reported in January.
- Cllr. Harris is happy to deal with the clearing and resetting of the gulleys by the pharmacy and he was thanked for this offer.
- A speed reminder notice "still a 30mph limit" has been spotted by a Councillor, it is to be suggested at the SLR that a similar notice be adopted for use locally.
- Mark Cross village hall are to hold a quiz night on June 12th and it is hoped that the Councillor's may be able to support this.
- Friends of the Surgery wish to use the amenity land on 28th August for their annual fund raising event, Clerk to confirm that this is in order and ask contractors to schedule a cut a few days beforehand.
- Hedge in Church Road has not been cut, CLERK to advance this issue to Highways.

12. PUBLIC FORUM. None.

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

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