

ROTHERFIELD PARISH COUNCIL

Working for the Community

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

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 30TH JANUARY 2014 AT 19:30 IN THE ROTHERFIELD MEMORIAL INSTITUTE

COUNCILLORS PRESENT

Cllr. L. Pike (Chairman)	Cllr. Mrs. P. Halse-Adamson	Cllr. J. Kitchenham
Cllr. Miss. N. Bolton	Cllr. R. Harris	Cllr. D. Thomas
Cllr. C. Clibbens	Cllr. R. Jaques	Cllr. N. Wickenden
Cllr. T. Gilbert		

COUNCILLORS ABSENT

None

ALSO PRESENT.

- The Parish Clerk, Trevor Thorpe.
- Cllr. R. Standley (ESCC), Cllr. H. Merriman (WDC) and two members of the public.

1. TO RECEIVE APOLOGIES FOR ABSENCE (LGA 1972 s 85).

Apologies received and accepted on behalf of Cllr. A. Sharpe, Cllr. D. Hiles and Cllr. F. Whetstone (ESCC).

2. TO RECEIVE DECLARATIONS OF PECUNIARY OR SIGNIFICANT OTHER INTERESTS.

Cllr. Clibbens declared a personal interest in respect of item 7 d) as he is a friend of the proprietor of the business involved. The Chairman reminded the councillors that they should declare an interest if they became aware of one at any point in the meeting.

3. TO RECEIVE DISTRICT AND COUNTY COUNCILLORS REPORTS.

The key points of Cllr. Standley's (ESCC) report was as follows:-

- ESCC need to make revenue spending savings of approximately £78m over the next 3 years. 75% of Council's budget is spent on the 25% most vulnerable residents in the County.
- The recent Council cabinet meeting has recommended a 1.95% increase in Council Tax for 2014/15 to be considered by full Council. The "trigger point" set by Central Government for a referendum on increases is not yet known, nor the proportion of Business Rate to be paid over to County by Government, both these factors may influence the final decision.
- The Household Waste Recycling sites at Forest Row, Wadhurst and Seaford will now remain open on a reduce timetable of Friday, Saturday and Sunday.
- The County's Health and Overview Scrutiny Committee is considering a report regarding reorganisation of maternity services in the County. There are six options, some of which may affect service locally at Crowborough Hospital. As this is considered a "substantial change", the matter will be the subject of Public Consultation.

The key points of Cllr. Merriman's (WDC) report was as follows:-

- He has compiled a letter for consideration at the forthcoming Wealden North Planning Committee meeting. This expresses concern regarding the removal of the sign from the former "George" pub and requests that the WDC decision to permit this is reconsidered. The letter was signed at the meeting by him, Cllr. Standley as the County Councillor for the Village, the Parish Council Chairman and Cllr. Thomas who has researched the matter and history of the building and sign.
- Agreement between ESCC and Parish Council in respect of the nine lime trees in the Square has been researched by him and suggestions made for enhancements to the wording.
- Yew Tree Lane. Issues with lorry movements. Developer has confirmed that material is being removed from site and not added.
- Is chasing developer for a progress report for the planting still outstanding at Padfield Close. This is not currently a breach of Planning Conditions as these impose a deadline of March for the work.

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Comment [RPC1]: Agreed at the 27th February 2014 meeting of the Council to continue this sentence "...although their opening hours will remain unchanged on these days".

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- Development in Steep Road. Has taken up the Parish Council's objection to this but has been unable to make a site visit in daylight hours and Wealden Planning team have not agreed to extend the deadline within which he must view the site. It is believed that the occupancy information regarding the currently derelict buildings on the site may allow the development to progress.
- Together with Cllr. Standley, in his capacity as the WDC Leader, the Community Dividend Scheme was outlined. This will use the compensation paid by Kier in respect of the summer waste collection issues for Community projects. The sum involved this year is £110K with annual distributions of £30k over the following five years. It is believed that the sum attributable to Rotherfield will be in the region of £2.5K, subject to confirmation, as two District Wards cover the Parish. CLERK is to add agenda item for February meeting to consider possible uses for these funds.

4. TO RECEIVE POLICE COMMUNITY SUPPORT OFFICERS REPORT

The following report was delivered by the Clerk on behalf of PcsO Boyle who is on leave:-

- 20/12 Hornshurst Wood - break in to unattended motor vehicle.
- 23/12 Castle Hill - theft of heating oil.
- 01/01 Steep Road - burglary other than dwelling.
- 03/01 Town Row - theft from garage.
- 11/01 High Cross - burglary other than dwelling.

The "other than dwelling" category includes shops and other business premises, and outbuildings not attached to a house.

Dates for PcsO Boyles street meetings are as follows:-

- Tuesday 4th February at 0900 hours - Rotherfield Primary School.
- Wednesday 12th March at 1800 hours - Padfield Close.

5. TO RECEIVE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 19TH DECEMBER 2013 FOR APPROVAL AS A TRUE RECORD AND MATTERS ARISING FROM THESE MINUTES.

It was RESOLVED that the Minutes of the Meeting held on 19th December 2013, copies of which had been previously circulated to Members, be confirmed as a true record. The Chairman signed them.

6. UPDATE FROM CLERK REGARDING MATTERS ARISING AND ACTION ITEMS FROM PREVIOUS MEETING.

- **Village Guide.** Information from Local Authority Publishing regarding proposed "Village Guide" have been received, unfortunately too late for this agenda. CLERK to add item to February agenda to discuss/agree way forward. The publication would be at zero cost to the Council.
- **Defibrillator.** After unsuccessful attempt to get information from SECAMB required for our grant application to the British Heart Foundation the Crowborough First Responder Group is endeavouring to obtain the data for us to enable progress.
- **Millennium Green dog waste bag dispensers.** Clerk has established that the best Vat compliant method of funding one of the two dispensers required, together with associated fixings and bags, is for the item to be purchased and invoiced to the Council. This has been arranged with the items being sent directly to the trust.

7. TO CONSIDER AND MAKE DECISIONS REGARDING ACTION FOR THE FOLLOWING ITEMS:-

a) Provisional arrangements, and suggestions and for guest speakers at the Annual Parish Meeting in May 2014.

This is scheduled for 7th May 2014 in the Village Hall at 20:00.

It was RESOLVED that CLERK make the following arrangements:

- Invite a representative of ESCC Highways to the meeting to discuss challenges facing them and how they propose to support Parishes highway matters in future; Also invite Sussex Police Commissioner, Katie Bourne.
- Contact village organisations with invitation for them to hold a small display of their work as per last year. Restorers of 6/6a High Street to be invited to show a photographic display and relics discovered during restoration.

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- Invite St Denys' Church to provide a refreshment service at the meeting, food and drink to be provided by the Council and donations to Church invited.
- b) Provisional publication date for 2014 Newsletter and responsibility for compilation.**
RESOLVED that target date for publication be last week in April so that it is received by Parishioners prior to the Annual Parish Meeting. Cllr. Bolton kindly offered to facilitate the publication, Committee Chairman to provide reports relating to their work for the year. Clerk has invited quote from previous printer regarding cost on "like for like" basis, also if a single A4 questionnaire sheet is included.
- c) Dates and hosts for Councillor "Have Your Say" sessions March – June 2014.**
It was RESOLVED that the following dates/venues be arranged for Saturday sessions 10:30 – 11:30 and published by CLERK:-
 - March 8th – Memorial Institute Rotherfield, Cllrs. Harris and Thomas to host.
 - Good Friday April 18th as part of Bonfire Society Easter Egg Hunt. Cllr. Gilbert to host.
 - May 10th – Reading Room Mark Cross Church, Cllrs. Kitchenham and Bolton to host.
 - June 14th – Memorial Institute Rotherfield. Cllr Pike to host.
 - Further volunteers for April 18th and June 14th sessions invited. Cllr. Bolton has offered to assist at the 8th February session.
- d) Quote and design for signs to advertise Council presence at public events.**
RESOLVED to accept quote from Demonskinz of 1 x A1 "A" board at a cost of £125 ex Vat to include artwork and posters for insertion. Cllr. Clibbens has offered to undertake design for poster.
- e) Report from Clerk regarding processes for dealing with Planning Applications in the Parish, options for changes to current system and consequential update to Terms of Reference to this Committee.**
After consideration of the report it was RESOLVED to continue with current arrangement of separate planning meetings with consideration given to merging applications with the monthly meeting if 3 or less received. The Committee's terms of reference already allows for this.
- f) Clerk's Holiday request and date alteration.**
RESOLVED that August holiday date be changed to August 4 – 15th.
- g) Review of Ground Rent paid by ESCC in respect of the Pre School as provided for in schedule 5 of the lease between the Parish Council and ESCC dated 16th February 2011.**
ESCC currently pay us £750 pa ground rent for the site. Lease provides for review after three years and then five yearly intervals. Cost is passed on to Pre-School by ESCC. RESOLVED to make no change, CLERK to advise ESCC of this and diarise to review again at five yearly intervals.
- h) Suggested changes to meeting schedule and venues for 2014.**
RESOLVED that 15th April Finance and General Purpose Committee meeting be held after 22nd April Planning and Building Committee meeting as Clerk is on holiday on the 15th.
- i) Possible support from local business for provision of plants for around the bases of the Lime Trees in the "Square".**
RESOLVED CLERK to make formal approach to Millbrook Garden centre for sponsorship/provision of plants to brighten up this area.
- j) Response to request from PCC for lighting improvements at the Surgery end of FP22C through the Churchyard.**
RESOLVED CLERK to liaise with garage owner who has indicated that he is happy for bulkhead light with PIR to be installed to illuminate area; contact local electrician suggested to quote for work that Council will fund.
- k) Actions arising from recent SLR meeting with ESCC Highways and support for further work on measures to discourage use of Catt's Hill/Station Road by large and long vehicles.**
 - Details of current work being undertaken by ESCC under 2013/14 budget regarding discouraging long/large vehicles was reported in the Minutes of the recent SLR meeting. It is considered that a weight limit, with exception for PSV's, would be the most effective solution to the problem and that a petition to ESCC would be the best way of raising the profile of the matter.
 - 40mph speed restriction on B2101 High Cross. Speed survey was done in October but based on accident record this scheme would not be a priority for implementation. However there is a

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current project to reduce the speed limit at Argos Hill on the curves approaching from the Mayfield direction and it may be possible to cost save by merging the two projects.

- Possible site for direction sign to Hall, Rec and RSM on corner of pavement by The Stores will be investigated by ESCC.
- CLERK to investigate reports of Parcellforce vehicles using Chant Lane after being directed to it by SatNav.

8. TO RECEIVE MINUTES OF COMMITTEE MEETINGS & MATTERS ARISING.

- **7th January** – Planning and Building Committee. Draft minutes of this meeting have been circulated to all Councillors. It was RESOLVED that they be adopted by the Full Council. The following minutes to be carried forward to February meeting as minutes not yet circulated:--
- **28th January** – Planning and Building Committee.
- **21st January** – Highways Lighting and Transport Committee.

9. TO RECEIVE REPORTS

- **Other committees and sub-committees.**
None.
- **Councillor “Have Your Say” session.**
One parishioner visited to raise concerns regarding water and surface issues in Church Road. Was reassured to learn that Council are pressing ESCC for action and a solution for this.
- **Meetings attended on behalf of the Parish Council.**
 - **Cllr. Thomas.** Attended recent WDALC meeting at which ESCC Head of Highways was present. Details of slip road closure proposal at Mark Cross was considered by him to be a suitable candidate for match funding, CLERK to forward recent costings for scheme to Cllr. Thomas. Planting on roadsides also believed to be permissible without the need for licensing.
 - **Chairman/Cllr. Thomas.** Recent meeting of Crowborough Area Parishes hosted by their Mayor. Concerns raised re: threat to facilities at Crowborough Hospital. Councillor Thomas is to discuss views of Rotherfield Surgery regarding this and report at February Council meeting, CLERK to add agenda item to consider further action.
- **Clerk’s report and issues.**
 - Clerk is attending a WDC led planning training session at Hailsham on Monday with Councillors Thomas and Wickenden.
 - Clerk is attending the Wealden Clerk’s Group meeting at Heathfield on Friday. There will be a presentation regarding ESCC Highways Community Initiative. It is hoped that there will also be information regarding the West Sussex scheme enabling larger Council’s such as Burgess Hill to undertake minor highways work within their area and for adjoining smaller councils.

10. TO RECEIVE FINANCE INFORMATION

- Bank Reconciliation and review of expenditure against Budget to end of December 2013. It was RESOLVED that these be accepted and the Chairman signed them.
- Approval of Payments. It was RESOLVED that the following payments be made:-

CHEQUE NO	PAYEE	DETAILS	AMOUNT
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Payments are made using the General Power of Competence as contained in the Localism Act 2011. The Power was adopted by Rotherfield Parish Council at their monthly meeting held on 29th December 2012

801707	Trevor Thorpe	Clerk's salary for January	£1,369.45
801708	H.M.R.C.	Tax and N.I. for January	£440.39
801709	Trevor Thorpe	Clerk's expenses for January	£139.08
801710	Rotherfield Village Hall	Hall hire for meetings - December	£33.00
801711	PJI Contract Packaging Ltd	Street sweeping and litter picking	£354.00
801712	Wealden DC	Dog bin emptying Oct - Dec 2013	£261.36

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801713	Wealden CAB	Grant payment	£600.00
801714	David Harman	Water costs for cemetery	£20.00
801715	Teambase	Stationery	£17.94
801716	A C Moaby	Installing litter bin in Station Road	£28.57
801717	G J Fielding	Installing security boxes on rec. barriers	£250.00
801718	William Clark	Hedge and verge cutting Rotherfield Hill	£144.00
801719	English Woodlands	Plants for Cemetery hedge	£318.96
Total			£3,976.75

RECEIPTS

PAYMENT FROM	DETAILS	AMOUNT
ESCC	Contribution toward fingerpost repairs	£255.90
Santander Bank	Interest on 4711394 for December	£50.87
HMRC	Vat reclaimed Oct. - Dec. 2013	£1,013.97
Dignity	Right of burial and memorial fees	£315.00
Tester and Jones	Various memorial and plaque fees	£330.00
Tester and Jones	Various interment and memorial fees	£700.00
Total		£2,665.74

11. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

GENERAL CORRESPONDENCE

- Mrs. A Watson – Letter of resignation as a Parish Councillor. Clerk has posted the statutory notice relating to the vacancy.
- ESCC – Fracking Information and FAQ's sheet.

MAGAZINE AND CIRCULARS

- Clerk's and Councils Direct – Issue 91.
- The Clerk Magazine – January 2014.
- Saint-Chéron en Bref – No 303.
- Spa Valley Starter Magazine – Issue 49.

12. TO RECEIVE INSPECTION BOOK & REPORTS

These were signed by the Chairman, no health and safety issues had been identified by the reports. Hedge cutting is required in both the Recreation Ground and Cemetery, CLERK is to raise with Contractors. Arrangements have been made for contractor to provide quote for additional bollards and various signage works in the Rec., this will be attended to once contractor has finished works in both the Cemetery and Court Meadow Green. No comments or concerns have been raised by the public in connection with Parish owned land.

13. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 11th February – Recreation and Burial Committee
- 18th February – Planning and Building Committee
- 27th February - Monthly Council.

All of the above meetings are in the Parish Council Room, Rotherfield Village Hall, and start at 19:30.

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

- Councillors reported that two local Sports Groups had recently benefited from grants provided by the "Courier" local newspaper.
- Clerk announced that he had noted from "Twitter" that Argos Hill windmill have today been granted £100K in National Lottery funds to assist restoration of the mill to working order. He has sent a message of congratulation to them.

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The Chairman declared the formal business of the meeting closed at 21:45.

15. PUBLIC FORUM.

None.

Confirmed as a true record at the 27th February 2014 meeting of the Council

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