



Chailey Parish Council
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Minutes

A Meeting of the Full Council was held on Tuesday 20th February 2018 in the Reading Room, Chailey Green, commencing at 7.30pm

Present: Cllr. K. Jordan (Chairman).
Cllrs. P Atkins, S. Avery, M. Evans, M. Lethem, J. Millam and P. Olbrich.

Public present: none.

In attendance: S. Treharne (Clerk) and Cllr. J Sheppard.

18/019.Apologies for absence: Cllrs. R Barnard, N Belcher and M Cornwall.

18/020.Declarations of interest: none.

18/021.Questions/comments from members of the public: none.

18/022.Items considered as a matter of urgency: Councillors welcomed the news that the owners of the North Chailey Garage had abandoned their plans to sell alcohol during the night.

18/023.To receive a report on co-opting a Councillor: the Clerk reported that, in accordance with the Council's policy, he had advised the members of the Personnel Advisory Committee that Mrs. E Berry had put herself forward for co-option. Mrs Berry was known to a number of Councillors. After discussion, Cllr. Olbrich proposed and Cllr. Avery seconded a motion that (1) because of the time that that it had taken to identify someone willing to be co-opted, and (2) because no interest at all had been received from any other person and the deadline for coming forward had passed, the Council should on this occasion agree that there was no necessity for the Personnel Advisory Committee to interview Mrs Berry and that Mrs Berry should be co-opted as a Councillor with immediate effect. The motion was agreed unanimously.

18/024.To agree the Minutes of the Full Council meeting held on 16th January 2018: the minutes were approved and were signed by the Chairman.

18/025.To receive and if thought fit approve financial reports for January 2018: Councillors considered the financial reports for January 2018. Receipts for the month totalled £38,514, including the PWLB loan of £38,000 for the Sports Pavilion. Payments for the month were £4,653. Cllr. Avery proposed and Cllr. Evans seconded a motion that the financial reports be approved and this was agreed.

Cllr. Millam proposed and Cllr. Avery seconded a motion that the Council should pay for 6 high visibility jackets for Chailey Litter Pickers. This was agreed.

18/026.To consider a request for funding received from St. Peter's Church: the Clerk explained the background to the request and the legalities surrounding the Council's ability to give a grant if it were minded to do so. He also reminded Councillors that the budget for 2018/19 had already been agreed and that the majority of the Council's reserves were earmarked.

After discussion it was agreed that the Council would be willing to consider a formal request from the Church for assistance with meeting the costs of a new heating system but not for the other projects outlined in the request. An application for assistance would need to be made as part of the Council's small grants application process in May/June 2018. As with all applications, it would need to be supported by the appropriate evidence. The request could then be considered alongside all other applications received at the time. The Clerk was asked to write to the Church accordingly.

18/027.To consider and if though fit approve revised terms of reference for the Planning & Environs Committee: Cllr. Evans proposed and Cllr. Avery seconded a motion that the draft terms of reference circulated with the agenda be adopted by the Council. This was agreed.

18/028.To receive a briefing on the forthcoming changes to Data Protection law: Cllr. Jordan and the Clerk outlined the effects that the forthcoming changes to data protection law would have on the Council. They stressed the need for personal data to be handled very carefully. The Council's policies on data protection and related subjects would need to be updated. The Council would need to appoint a Data Protection Officer and it was agreed that the Clerk should approach the three organisations who had presented at the SSALC conference attended by Cllr. Jordan and the Clerk to see what they could offer the Council. The Clerk would prepare an action plan for consideration by the Council, to cover not only data protection but also related matters such as spring cleaning the Council's records.

Cllr. Millam proposed and Cllr. Lethem seconded a motion that a budget of £200 + VAT be approved for a new office shredder. This was agreed.

18/029.To receive a report on the Sports Pavilion: the Clerk reported that works had commenced and relayed to Councillors the contents of the surveyors' first report. Additional items of work had already been identified, such as the need to renovate or replace the smaller external doors.

The Clerk drew Councillors' attention to the need to agree the look of the external areas immediately to the east and west of the Pavilion (including the overspill carpark) and what works were required to meet security and access considerations. It was agreed that a site visit would be arranged for Councillors to consider these issues.

18/030.To receive a report on the Neighbourhood Plan: Cllr. Jordan reported that the Housing Needs Survey was under way with responses coming in well. Work continues on the latest draft of the plan. A further grant application would be made to cover future costs.

18/031.To receive verbal reports from Councillors on their area(s) of responsibility and/or their involvement with village organisations:

Highways: Cllr. Olbrich advised that the East Chilton sign is still in place. The Clerk reported that he had been advised that ESCC Highways are considering possible alternative sites for the sign.

18/032.To note and consider any implications arising from the Council's duty under section 17(1) of the Crime and Disorder Act 1998: the Clerk reminded Councillors that the Council's duties will need to be borne in mind when considering the external issues at the Sports Pavilion.

18/033.Confidential matters: Cllr. Olbrich proposed and Cllr. Atkins seconded a motion that the press and public should be excluded from the meeting in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 in order to discuss items of a confidential or commercially sensitive nature. This motion was agreed. The Council discussed matters relating to employment and remuneration.

18/034.Next Full Council meeting: Tuesday 20th March 2018 starting at 7.30pm in the Reading Room, Chailey Green.

Signed: *P Olbrich*
Chairman

Date: *20th March 2018*