



Chailey Parish Council
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Minutes

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

Present: Cllr. P. Olbrich (Chairman).
Cllrs. P Atkins, S. Avery, N. Belcher, Mrs. E Berry, M. Cornwall, M. Evans, M. Lethem.

Public present: none.

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

18/035.Apologies for absence: Cllrs. R Barnard, K. Jordan and J Millam.

18/036.Declarations of interest: none.

18/037.Questions/comments from members of the public: none.

18/038.Items considered as a matter of urgency: none.

18/039.To welcome Mrs Elizabeth Berry as a Councillor: Mrs. Berry was welcomed as a Councillor and she signed her Acceptance of Office.

18/040.To agree the Minutes of the Full Council meeting held on 20th February 2018: the minutes were approved and were signed by the Chairman.

18/041.To receive and if thought fit approve financial reports for February 2018: Councillors considered the financial reports for February 2018. Receipts for the month totalled £150. Payments for the month were £2,380. Cllr. Avery proposed and Cllr. Lethem seconded a motion that the financial reports be approved and this was agreed.

18/042.To consider and if though fit approve a revised Financial Reserves Policy: the Clerk answered questions from Councillors about the draft new policy. Cllr. Evans proposed and Cllr. Avery proposed a motion that the new Financial Reserves Policy be adopted as drafted and this was agreed.

18/043.To receive an update on the Council's preparations for the changes to Data Protection law: the Clerk reported that he had started to prepare an action plan setting out (1) those issues which the Council would need to address as a result of the coming into force of the GDPR and (2) the revisions that would be necessary to related Council policies and procedures.

18/044.To receive a report on the Sports Pavilion and to agree variations to the works: the Clerk reported that work is well underway with the refurbishment project. Many Councillors had inspected the works on a recent site visit.

Councillors discussed a schedule circulated by the Clerk setting out the variations that had been made to the contract, those variations which it was proposed would be made and other items to be considered.

Many of the variations were necessary so that provisional sums included in the schedule of works could be replaced by more accurate figures. Other variations were proposed to remove costs that it would not be necessary to incur if the Council decided to go ahead with the replacement of the roof. The desirability of doing this had been identified by those Councillors who had participated in the site visit. Councillors noted that the additional cost of replacing rather than patching the roof was approximately £6,700 plus VAT.

Councillors noted that the estimated cost of fitting steel plates to the new wooden external doors to improve security and reduce maintenance was £500 plus VAT.

The Clerk advised Councillors that the overall effect of making the variations, replacing the roof and fitting the plates to the doors would be to increase the contact sum by £4,218 to £66,365. Both figures exclude VAT. The effect of all the changes was to erode significantly the contingencies that had been built into the budget for the project. A small amount of contingency would remain if Councillors decided to go ahead with the roof replacement and additions to the doors, but there was little scope for further variations.

Councillors asked the Clerk to find out whether any savings could be made by reusing some of the old roof tiles rather than going ahead with complete replacement. The Clerk agreed to seek the advice of the Council's surveyors on whether they recommended doing this and the cost that would be saved.

After further discussion, Cllr. Avery proposed and Cllr. Lethem seconded a motion that the Council should proceed with the replacement of the roof and the addition of steel plates to the doors. This motion was agreed.

18/045.To agree a new temporary agreement with Chailey Sports Club for their occupation of the Sports Pavilion: Councillors considered the draft circulated with the agenda. The Clerk confirmed that this was in terms identical to those previously agreed. Cllr. Cornwall proposed and Cllr. Evans seconded a motion that a temporary one year agreement be entered into with the Sports Club. This motion was agreed. It was also agreed that Cllrs. Avery and Cornwall should sign the agreement on the Council's behalf.

18/046.To agree works to be carried out at the car park at the Sports Pavilion: the Clerk explained that those Councillors attending the site visit referred to under minute 18/044 had identified the need for remedial works to be carried out at the Sports Pavilion car park. He also explained that he had used his powers under the Financial Regulations to commission work to repair a number of potholes in the car park and at the entrance to the car park on Lane End Common, all of which represented a danger to pedestrians and vehicles. At his request, Cllr. Millam had undertaken these works. He had asked Cllr. Millam to provide a written quotation for the emergency works already carried out and for the additional remedial works at the

Sports Pavilion car park. That quotation had been received and was for an overall total of £960 plus VAT.

Councillors were of the view that the both the urgent work already done and the additional remedial works were necessary, and also that the quotation was reasonable for the works involved. The Clerk advised that, even though the quotation was from a current Councillor, there was no necessity under the Council's Financial Regulations for alternative quotes to be sought as the amount involved was substantially below the threshold at which comparative quotations should be sought. After discussion, it was agreed that the Clerk should refer the matter to the Council's Internal Auditor. If the Internal Auditor was content that the Council had followed the appropriate procedures and therefore that there was no reason why it should not accept the quotation, the quotation should be accepted. The Clerk agreed to report to Councillors on his consultation with the Internal Auditor.

18/047.To discuss changes to be made by ESCC in urban grass cutting: Councillors considered the changes being proposed by ESCC in the frequency of grass cutting in urban areas. In practice in Chailey this meant grass cutting in South Chailey and along parts of the A272. Councillors noted that urban cuts would be reduced from six to two per season. The options put forward by ESCC, which would involve either the receipt of money in return for taking over the responsibility for urban grass cutting or the payment of over £1,700 to maintain the current programme were considered but neither was thought practicable.

Councillors noted that no change was proposed to the frequency of grass cutting in other parts of Chailey.

18/048.To receive a report on the Neighbourhood Plan and to agree the making of an application for grant monies: Cllr. Avery reported on recent developments. Cllr. Berry proposed and Cllr. Belcher seconded a motion that the Council should make an application for a grant to meet the costs of further engaging a consultant and other costs. This motion was agreed.

18/049.To receive a report on unauthorised works carried out on South Common: the Clerk reported that works had been carried out on South Common. Cllr. Olbrich reported on a site visit which he and Cllr. Millam had carried out at the request of the Clerk. Significant damage to trees and other plants had been carried out along virtually the entire length of the Council's land, apparently to create a path or bridleway through the Council's land. The Clerk reported that he is liaising with Lewes DC which is taking the lead in investigating what has happened and who is responsible. It seems likely that a number of laws and bylaws relating to damage to property generally and to the unauthorised removal of trees, plants and soil on common land may have been transgressed.

Councillors deplored what had happened and agreed that the damage should be reported to the police. At this early stage the Council would cooperate fully with Lewes DC's investigation.

18/050.To agree any subjects which SALC should, on behalf of the Council, raise with the Chief Constable of Sussex Police: the Clerk reported that the Council has an opportunity to put items on the agenda for a meeting to be held by SALC with the Chief Constable. Councillors identified the lack of a dedicated PCSO, the unwillingness of the police to take any action following the reporting of thefts in the parish and ongoing traffic matters (including speeding).

18/051.To discuss a proposal for ferreting on North Common: Councillors discussed a proposal under which a local resident would run his ferrets in the vicinity of the cricket and football pitches on North Common. The Clerk was asked to seek the views of Chailey Commons Society and to check on the insurance position.

18/052.To receive verbal reports from Councillors on their area(s) of responsibility and/or their involvement with village organisations:

Grantham Close: Cllr. Belcher reported on his role as the Council's representative on the Board of Trustees at Grantham Close and to recent developments there.

Highways: Cllr. Evans asked Councillors to let him know of any issues that they would like him to raise at the next meeting with Highways.

Chailey School: Cllr Lethem reported that he had attended an event at the School at which the plans for a substantial rebuilding project had been displayed.

Chailey Youth Group: Cllr. Olbrich reported that he is to discuss with the former leader whether alternative uses could be found for some or all of items currently being stored by the Council.

18/053.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 need to be borne in mind when considering the external issues at the Sports Pavilion.

18/054.Confidential matters: the Clerk advised that it was not necessary to consider 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.

18/055.Next Full Council meeting: Tuesday 24th April 2018 starting at 7.30pm in the Reading Room, Chailey Green.

Signed: *Ken Jordan*
Chairman

Date: *24th April 2018*