



**Chailey Parish Council**  
**www.chailey.org**

**Minutes**

**The Annual Meeting of the Full Council was held on Tuesday 14<sup>th</sup> May 2019 in the Reading Room, Chailey Green, commencing at 7.30pm**

**Present:** Chair: Cllr. K. Jordan  
Cllrs. S. Avery, N. Belcher, E. Berry, M. Lethem, J. Millam and P Olbrich.

**Public present:** none

**In attendance:** S Treharne (Clerk).

**19/071.To elect a Chair and to receive the Chair's declaration of acceptance of that office:** Cllr. Belcher proposed and Cllr. Lethem seconded a motion that Cllr. Jordan be appointed as Chair for the coming year. There were no other nominations and the motion was approved. Cllr. Jordan completed a declaration of acceptance of office as Chair.

**19/072.To elect a Vice-Chair and to receive the Vice-Chair's declaration of acceptance of that office:** Cllr. Jordan proposed and Cllr. Millam seconded a motion that Cllr. Olbrich be appointed as Vice-Chair for the coming year. There were no other nominations and the motion was approved. Cllr. Olbrich completed a declaration of acceptance of office as Vice-Chair.

**19/073.To receive Councillors' declarations of acceptance of office:** all Councillors present completed declarations of acceptance of office.

**19/074.To consider and if thought fit pass a resolution that those Councillors not present at the meeting be permitted to complete their declarations of interest before or at the meeting of the Full Council on 18th June 2019:** the Clerk advised that Cllr. Evans (not present at the meeting) had completed a declaration of acceptance of office and therefore it was not necessary to consider a resolution under this item.

**19/075.To receive Councillors' registers of interests forms and to note Councillors' obligations as to the submission of returns relating to election expenses:** all Councillors completed register of interest forms.

**19/076.Apologies for absence:** Cllr. M Evans.

**19/077.Declarations of interest:** none.

**19/078.Questions/comments from members of the public:** none.

**19/079.Items considered as a matter of urgency:**

**Gate on Memorial Common:** the Clerk reported that cattle had escaped from Memorial Common onto the A275. No accidents had happened but the gate through which cattle had escaped needed to be replaced. The proposal for replacement suggested by the ESCC Ranger was agreed.

**Thelkenber, Green Lane, South Chailey:** the Clerk reported that an appeal had been lodged against Lewes DC's refusal to grant planning permission under application LW/18/0989. The deadline for making submissions to the Planning Inspectorate was such that consideration of this matter at the next meeting of the Planning & Environs Committee would be too late. It was agreed that the Clerk should send a submission reiterating the Council's objections to the application.

**The Clerk:** the Clerk advised the meeting that, with regret and for personal reasons, he would be leaving the Council. His period of notice was two months and therefore he would work until mid-July and would do what he could to facilitate an orderly handover to his successor. Cllr. Jordan expressed the Council's regret at this news. He had already been in touch with SSALC who had indicated a cost of £600 for their assistance in identifying and installing a successor. This was agreed and Cllr. Jordan advised that he and Cllr. Olbrich would take the matter forward with SSALC.

**19/080.To agree the Minutes of the Full Council meeting held on 16<sup>th</sup> April 2019:** the minutes were approved and signed by the Chair.

**19/081.To consider and if thought fit approve arrangements for co-opting Councillors to fill three vacancies:** it was agreed that the Clerk should start the process required to identify electors interested in becoming a Councillor. Notices would require those interested to come forward by 31<sup>st</sup> May with interviews taking place in time for the Personnel Advisory Committee to be able to make its recommendations to the next meeting of the Full Council on 18<sup>th</sup> June.

**19/082.To appoint Councillors to Council Committees and to represent the Council on outside bodies and village and other organisations:** it was agreed that, save for three matters, this item should be deferred until the next meeting when, hopefully, there would be a full complement of Councillors.

After discussion Cllr. Jordan proposed and Cllr. Olbrich seconded a motion that Cllr. Lethem be appointed as Chair of the Planning & Environs Committee and that Cllr. Millam be appointed as Vice-Chair of the committee. This was agreed. Those present thanked Cllr. Millam for his work over many years as Chair of the committee.

After discussion Cllr. Jordan proposed and Cllr. Millam seconded a motion that Cllr. Olbrich be appointed as Chair of the Personnel Advisory Committee and that Cllrs. Avery, Berry and Belcher be appointed as members of the committee. This was agreed.

After discussion Cllr. Millam proposed and Cllr. Berry seconded a motion that Cllr. Olbrich be appointed in relation to the Sports Pavilion. This was agreed.

**19/083.To agree the dates of Full Council and Planning & Environs Committee meetings in 2020:** Cllr. Avery proposed and Cllr. Belcher seconded a motion that the schedule of dates circulated with the agenda be approved. This was agreed.

**19/084.To review and if thought appropriate amend/approve the Council's Standing Orders:** Cllr. Avery proposed and Cllr. Belcher seconded a motion that "his" where it appears in the second line of standing order 3.2 (xv) and in the fourth line of standing order 5.10 (i) be changed in each case to "their" and that a full stop be inserted after "form" where it appears in the third line of standing order 11.2, but that otherwise the Standing Orders be approved without amendment. This was agreed.

**19/085.To review and if thought appropriate revise the Council's Financial Regulations:** Cllr. Belcher proposed and Cllr. Lethem seconded a motion that the Financial Regulations be agreed without amendment. This was agreed.

**19/086.To review and if thought appropriate revise the terms of reference for the Personnel Advisory and Planning & Environs Committees:** the Clerk advised that both terms of reference had been amended to take account of the Council's policy on the use of gender-neutral language but were otherwise unaltered. Cllr. Lethem proposed and Cllr. Millam seconded a motion that the terms of reference for the Personnel Advisory Committee be agreed in their updated form. Cllr. Olbrich proposed and Cllr. Millam seconded a motion that the terms of reference for the Planning & Environs Committee be agreed in their updated form. Both motions were agreed.

**19/087.To consider and approve the Council's Risk Management and Assessment schedule:** Councillors reviewed the schedule and noted that some of the actions identified needed to be updated. The Clerk was asked to update these. Cllr. Olbrich proposed and Cllr. Berry seconded a motion that the schedule be approved. This was agreed.

**19/088.To receive a report on the Council's insurance arrangements for 2018/19:** the Clerk reported that he had received the renewal papers. He reminded Councillors that the three year arrangement with Aviva would shortly come to an end. The recommendation from the Council's brokers, Came & Co, after approaching three insurers, was that the quotation from Axa should be accepted. A 5% reduction in the annual premium could be achieved by entering into a three year deal. Cllr. Avery proposed and Cllr. Belcher seconded a motion that the Council's insurances be moved to Axa and that a three year arrangement be entered into. This was agreed.

**19/089.To consider the report of the Internal Auditor for 2018/19:** the Clerk outlined the principal points in the report. In summary, the Internal Auditor had confirmed (1) that his checks had shown that matters are being dealt with in a professional way, and (2) the project to refurbish the Sports Pavilion had been well managed. There were no matters which needed to be drawn to the attention of the Council.

**19/090.To review and if thought fit agree the annual governance statement for 2018/19:** the Clerk referred Councillors to the pro forma statement circulated with the agenda. The completed statement would form part of the Council's Annual Governance and Accountability Return. After discussion Cllr. Belcher proposed and Cllr. Avery seconded a motion that the annual governance statement should be approved with "yes" being the answer to questions 1 to 8 and "not applicable" being the answer to question 9. This was agreed.

**19/091.To review and if thought fit approve the Council's published receipts and payments account for 2018/19:** the Clerk referred Councillors to the draft receipts and payments account for the year ended 31<sup>st</sup> March 2019. Cllr. Avery proposed and Cllr. Olbrich seconded a motion that the account be approved. This was agreed.

**19/092.To review and if thought fit approve the accounting statements for 2018/19:** the Clerk referred to the accounting statements which would form part of the Council's Annual Governance and Accountability Return. Cllr. Olbrich proposed and Cllr. Lethem seconded a motion that the accounting statements be approved. This was agreed.

**19/093.To review the levels of the Council's earmarked reserves and to agree any transfers thought appropriate:** the Clerk explained the reasons for each earmarked reserve and his recommendations for the transfers which should take place in order to maintain the reserves at appropriate levels. Cllr. Lethem proposed and Cllr. Belcher seconded a motion that the reserves and transfers as set out in the paper produced by the Clerk be approved. This was agreed.

**19/094.To consider and if thought fit approve financial reports for April 2019:** the Clerk reported that in April receipts totalled £36,181, which amount included the first receipt on account of the annual precept from Lewes District Council (£29,571), although the amount was wrong and would be corrected in May. The Council had also received £5,920 of Community Infrastructure Levy monies, bringing the total of such monies held to nearly £27,000. Payments for the month were routine in nature and totalled £3,078. Cllr. Olbrich proposed and Cllr. Millam seconded a resolution that the financial reports be approved. This was agreed.

**19/095.To consider and if thought fit approve the draft of the Chailey Neighbourhood Development Plan and to approve arrangements for the consultation under Regulation 14 of the Neighbourhood Planning (General Regulations) 2012 on the draft plan:** Cllr. Jordan explained the process to be followed to consult on the draft plan and how the Council would ensure that the consultation would be as wide as possible. After discussion Cllr. Lethem proposed and Cllr. Belcher seconded a motion that the text of the draft plan as circulated to Councillors be approved. This was agreed. Cllr. Lethem proposed and Cllr. Millam seconded a motion that the consultation arrangements be approved. This was agreed. Councillors thanked the past and present members of the steering group for their hard work in producing the draft plan.

**19/096.To receive a report on the Sports Pavilion:** The Clerk reported that he had met a possible contractor who could fit the kitchen and his quote was awaited. He was also waiting to hear from the builder about moving insulation so that the approved electrical works could be completed.

**19/097.To note risk implications:** none.

**19/098.Confidential information:** Cllr. Avery proposed and Cllr. Belcher seconded a motion to exclude the press and public from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 s1(2). This was agreed. Councillors discussed issues relating to the Council's employees.

**19/099.Next Full Council meeting: Tuesday 18<sup>th</sup> June 2019** at 7.30pm in the Reading Room, Chailey Green

**Signed:** *Ken Jordan*  
Chair

**Date:** *18<sup>th</sup> June 2019*