



Chailey Parish Council
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Minutes

A Full Council Meeting was held on Tuesday 21st January 2020 in the Reading Room, Chailey Green.

Present: Cllr. K Jordan (Chair)
Cllrs. S Avery, E Berry, M Belcher, M Cornwall, M Evans, M Lethem,
J Millam, P Olbrich, J Tregenza

Public present: None.

In attendance: B Newell, Clerk to the Council.

20/001.Apologies for absence: Cllr Penfold

20/002.Declarations of interest: None.

20/003.Questions/comments from members of the public: None.

20/004.Items considered as a matter of urgency:

- Cllr Jordan gave advance warning that on next month's Full Council agenda we will discuss whether the Parish Council should do anything to remember the 75th anniversary of VE Day. Cllr Jordan has had brief discussions with the Church about holding a celebratory service. More to follow at next month's meeting.
- Cllr Jordan informed the Council that he had invited Maria Caulfield, MP to the Annual Parish meeting to be held 15th May 2020, unfortunately, she wrote to say that she is unable to attend. In her letter, she raised some interesting points:

Sussex Police are returning to a community-based model where each village and town will have dedicated officers and PCSO's. In October an extra 129 officers were recruited to help with this. She is fully aware that removing PCSO's from villages was very unpopular and is committed to supporting the police to get the funding they need to provide the services the public wants and needs.

The County Council was awarded £604K for pothole repairs this year and are expecting further funding to come forward in the budget. Cllr Jordan asked the Council to inform the Clerk of any known potholes on A, B and C roads in the parish that need tending to. This information will then be fed through to Maria Caulfield's team and East Sussex Highways.

- The Clerk sent earlier in the week to the Council, the draft Consultation on Lewes District Council Corporate Plan 2020-2024 for analysis. Cllr Jordan asked the Council to read through and check to see if consistent with the Neighbourhood Plan. He requested that concerns/comments be sent to the Clerk by the end of January. A statement will then be put together and sent to Lewes. If, however, there is a division

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of views amongst Councillors, the Chairman will use his authority to call an additional meeting to discuss again. This will need to occur before the Consultation closing date of 19th February 2020.

- The Clerk has been contacted by the Chairperson of the Andros Charity Grantham Close with a timetable of weekly events:

Mondays	10.00	-	Coffee Mornings
Mondays	14.00	-	Afternoon Tea
Wednesday	12.00	-	Gently Does It Keep Fit
Thursdays	15.00	-	Tea and Cake

There will also be a quiz on the 14th February, starting at 19.00. Anyone in the community who may be feeling lonely are invited along for a chat. Managers work from 8.30 to 16.00 Monday to Friday.

- The Clerk asked the Council if they wished to renew their subscription (£36.00 annual payment) to the Campaign to Protect Rural England (CPRE). The Council would like to renew, proposed by Cllr Berry and seconded by Cllr Evans. All in favour

20/005.To agree the Minutes of the Full Council meeting held on 10th December 2019:
The minutes were approved and signed by the Chair.

20/006.To receive and if thought fit approve financial reports for December 2019:
The receipts for the month of December were £1,366.92 (This included a VAT return of £1,321.92. Payments made for the month totalled £5,803.99. Cllr Lethem proposed, and Cllr Tregenza seconded a motion that the financial reports be approved and this was agreed.

20/007.To consider and if thought fit approve the Council's budget for the financial year 2020/21: The Clerk presented her first draft budget report. Last year's budget was set at £77,390. This year, the suggested budget is £98,963. Most of the budget categories either remain the same with some small increases or decreases. There are however two categories that have seen significant increases; these are the new Clerk's salary and a hike in the Small grants budget.

This year the Windmill will be painted, and repairs made to the structure of the building. Reserves built up in recent years have been put by in order to pay for this task. If we exclude the Windmill reserves from the budget, then our suggested precept figure is £71,963. This would be an increase of £10,717 (17.5% increase).

To note, in recent years, we have received a grant of approximately £1,000 from LDS. This is a separate sum from the precept. Unfortunately, the grant has now stopped.

After much discussion, the Council concluded that the proposed increase to the precept is too high. They would suggest a 9% increase. The Clerk and the Chairman will consult with the previous Clerk (who is an Accountant) for advice. The Clerk will also seek a further extension to the deadline with LDC. This part of the meeting was therefore adjourned and will reconvene once discussions have been held with the former Clerk.

20/008.To set the Precept for the financial year 2020/21.
As discussed above. This part of the meeting was adjourned and will reconvene after discussions with the former Clerk.

20/009.To consider expenditure of CIL money.

This item will be deferred to next month's meeting.

20/010.To consider and if thought fit, approve the Clerk's enrolment on CiLCA course:

This is the Certificate in Local Council Administration course which most Clerks to the Council undertake during their careers. On successful completion of the course, the Council gains the general power of competence and is in a better position to understand and be aware of the law and procedures for local councils. For the Clerk, it provides a qualification, training and enables the Clerk to gain a better understanding of how a Council works and the duties required in a Clerk's role. The course is for one year and needs to be completed within that year. It cannot be deferred or postponed. It will be necessary to factor in study time and therefore there may be some occasions when the Clerk cannot be so actively involved in some Council tasks. Cllr Olbrich proposed for the Clerk to attend the course and was seconded by Cllr Cornwall. All in favour.

20/011.Update on vandalism to doors at the Sports Pavilion.

The Clerk reported that she recently met with a builder and showed him the doors that have in the past been vandalised. He will prepare two quotes; one for reinforced metal doors and one for the whole door and frame to be made of metal. Cllr Cornwall is also in the process of seeking a quote from a different company. The Council wish for the doors to remain intact as they are now. Considerable expenditure (to residents) will be incurred if they are forced to replace the doors with metal ones.

20/012.To receive verbal reports from Councillors on their area(s) of responsibility and/or on their involvement with village organisations.

Cllr Jordan reported that as of yet nothing has happened with the Neighbourhood Plan. This is presently with LDC. Lewes will report back by the end of the week with the status of submitted documents.

Cllr Jordan asked Cllr Berry if she would kindly invite Mr Berry to the next Full Council meeting in February to give the collective Trustee report on Grantham. To note; further to this request, the Council have decided instead to contact Andros Alms Houses direct and request a written report after their next quarterly Trustee meeting. Clerk to contact Andros.

Cllr Evans and Cllr Jordan are in the process of organising a drone to take pictures of the Windmill cap in order to assess damage and what to do next. Cllr Evans said that some of the "Friends" of the Windmill recently met in order to discuss the project repair and painting plans for the Windmill. Millwrights are being investigated and Cllr Evans welcomed any contact or knowledge of firms who specialise in Mill repairs.

Cllr Evans gave advance warning that at the next meeting he will be asking the Council if they have any items that they wished discussed at the next Highways meeting. Highways have introduced a new structure for meetings which now require Parish Councils to give one month's notice of whom from Highways they would like to be at the meeting.

Cllr Tregenza said that she is trying to get more volunteers to train for the Speed Watch. There are more sessions that will be taking place and volunteers would be greatly appreciated. Training will be provided. Cllr Tregenza to draft a short précis and give to the Clerk to put on the website and Chailey Chat.

Cllr Berry reminded the Council that she recently met with the Estates Manager of Chailey Heritage School and Mr James Tillard, Land surveyor to discuss the letting of the Council owned paddocks situated near to Chailey Heritage School. He has suggested offering Chailey Heritage two consecutive one-year grazing licences at a peppercorn rent, Chailey Heritage would be responsible for keeping the land in good order. Mr Tillard is happy to prepare the Grazing Licence if the Council so wish. Cllr Jordan proposed that the Council go ahead with the policy and this was seconded by Cllr Berry. All in favour. The Clerk will contact Mr Tillard and request that he draws up the Licence. Cllr Berry will speak to the Estates Manager and suggest that he informs the Clerk with his intentions of what he will do with the land and how he will keep it in good order.

Cllr Olbrich reported on the Sports Pavilion; he is in the throes of trying to get LDC to sign off the building. The insulation that was put down had to be pulled back for the Electrician to carry out works. Unfortunately, it had not been put back. Cllr Olbrich has tried to re-lay himself. Photographs need to be taken of the insulation, then sent to Lewes and this should then be the final step in getting the building signed off. Once signed off, the retainer that the Council held back (£1500) will need to be paid. There may be some additional costs, Cllr Olbrich has asked for a breakdown.

Cllr Olbrich has put some temporary heating in, presently there is none, and there are concerns of pipes freezing. Cllr Olbrich would like to speak with the Electrician and discuss heating ideas. This was approved by the Council.

Cllr Olbrich also commented that it is untidy in the building and that it is not being looked after very well. The Council are considering writing into the lease that monthly inspections are carried out by a member of the Council and a representative from the Sports club. Penalties may be imposed if the building is found to be unkept. The Council have spent considerable amounts of money on the refurbishment of the Sports pavilion and wish for it to remain in good condition.

The Lease needs to be looked at – Clerk to work with Cllr Olbrich on this and seek advice from Cllr Penfold.

To note, the Council are very disappointed with the lack of interest shown by Lawson Queay's, the Chartered Surveyors appointed to the build.

Cllr Cornwall commented that tiling in the kitchen now needs to be done. There is also a broken mirror that's been left and could do harm if not removed.

20/013. To note and consider any implications arising from the Council's duty under section 17(1) of the Crime and Disorder Act 1998: nothing to report.

20/014. Confidential matters: to consider a resolution of exclude the press and public 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: None

20/015 Date of the next meeting of the Full Council: Tuesday 18th February 2020 at 7.30pm at the Reading Room, Chailey Green.

Signed:
Chair

Date:

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Date: