



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

**Minutes**

**A Full Council Meeting was held on Tuesday 17<sup>th</sup> March 2020 in the Reading Room, Chailey Green.**

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

**Public present:** Four.

**In attendance:** B Newell, Clerk to the Council.

**20/042.Apologies for absence:** Cllrs M Cornwall, S Avery.

**20/043.Declarations of interest:** None.

**20/044.Questions/comments from members of the public:** One

**20/045.Items considered as a matter of urgency:**

**Coronavirus** – The Council are following the guidance from SSALC as the pandemic situation progresses. Changes to some Government legislations may be suspended, one such Act being the 1892 Local Government Act which controls Parish Councils; PC's have no legal ability to hold virtual meetings, but this is now under consideration for change. The Council will act with caution about meeting face to face and consider alternative methods of conducting meetings. Cllr Belcher to send details on Zoom as a possible means of communicating.

Due to the virus all Church services from the end of the month will be suspended. Funerals and weddings will still take place in St Peter's. After the 22<sup>nd</sup> of April, building works commence on the church for approximately three months, if services resume after that time, they will take place at the Chapel at Chailey Heritage.

It is still undecided if the Church service for VE75 will take place. Cllr Jordan will be advised by the Church in due course.

Annual Parish Meeting – The Council proposed to postpone the event until the Autumn or next year. Proposed by Cllr Tregenza and seconded by Cllr Lethem, all in favour.

At this point of the meeting, the Council were joined by member of the public, Alex Harrison (Administrator on Chailey Chat). Discussion took place on ways the Parish Council can administratively assist in forming a Voluntary group to aid vulnerable villagers during the pandemic crisis. Since the Full Council meeting took place, Cllrs Tregenza, Penfold and the Clerk have been working with Alex on a way forward to

put information out. The Clerk has set up a Gmail account for people to contact to register their details of support. A steady database is now growing with volunteers' details. Leaflets will be printed off shortly and delivered to all residents in the village notifying them of contact points should they need to seek help during the crisis. Information will be posted on social media, the Parish website, and Parish noticeboards.

Financial aid has been promised from Central Government to those in need. Details on how to access hardship funds are not clear, guidance on accessing this information would be welcome. Chailey Parish Council unfortunately do not have the power to disperse financial support to those in difficulty. They may be able to assist with some set up costs for the Community Support team.

**20/046.To agree the Minutes of the Full Council meetings held on the 18<sup>th</sup> February 2020:** The minutes were approved and signed by the Chair.

**20/047.To receive and if thought fit approve financial reports for February 2020:**

The receipts for the month of January were £693.50. Payments made for the month totalled £2,175.36. Cllr Lethem proposed, and Cllr Berry seconded a motion that the financial reports be approved, and this was agreed.

**20/048.To consider the draft Business Tenancy for the two paddocks owned by the Parish Council to be leased to Chailey Heritage School:** The Councillors are now in receipt of the draft Business Tenancy kindly drafted by Mr James Tillard. Mr Tillard advises that the lease should not extend to 10 years, if it surpasses 7 years, it will affect the Council's legal position. The lease should therefore be for 7 years. This can be rolled on after 7 years if both parties wish. Proposed by Cllr Berry and seconded by Cllr Belcher. All in favour. To note, Cllr Penfold to email Cllr Berry and Mr Tillard the suggestion of adding to the agreement an indemnity protection clause for animal welfare.

**20/049.To consider the renewal of the Tenancy Agreement for Burnt House.** The Council agreed to renew the tenancy, proposed by Cllr Belcher, seconded by Cllr Berry. All in favour.

**20/050.To discuss an appropriate form of Agreement for the Sports Club.**

At the last meeting it was discussed whether the Council should continue with the Licence to Occupy or to draw up an official lease. Cllr Penfold has been unable to discuss with the Solicitors and will bring back to the table at next month's meeting. The existing Licence expires on the 23<sup>rd</sup> March, but Cllr Penfold assured the Clerk that it was fit to run on its existing terms.

**20/051.To discuss exterior repairs to the Windmill as recommended by Sankeys.** Cllr Evans explained that there is a hole in the cap of the Windmill that needs repairing. Sankey's can repair and at the same time remove the rotten wood around the hole and replace with new boards. They will then repaint the cap. In order to do this work, they will need to hire an elevated platform and an operator to work it. This will cost £5865.00.

It has come to the attention of the Friends of the Windmill that the Mill needs a fungicide wash to remove the green algae, noticeable on the northern side. Sankey's have estimated £1900.00 for this. The body of the Mill is due to be painted this year, however if it receives a fungicidal wash it may negate the need to repaint, the Council thought it sensible however, to paint this year and take advantage of the prepared surface. To note, no other quotes have been sought; Cllr Evans believed Sankey's

have provided excellent work in the past and that their quote is very reasonable. The Clerk quoted from the Financial Regulations 11.3 *“an application may be made to waive financial regulations relating to the procurement of works, goods or services in order to enable a price to be negotiated without competition. The reason for the application shall be embodied in a recommendation to the Council which shall be approved by the Council in advance of any order being placed or contract being entered into”* – on those terms, Cllr Evans requested that Sankey’s are contracted to do the repairs to the cap of the Windmill and provide a fungicide wash. Proposed by Cllr Millam and seconded by Cllr Olbrich. The Council will in due course seek quotes from Sankey’s and two other contractors to paint the body of the Windmill once initial works are complete.

**20/052.To consider the contract for mowing and associated maintenance in the Parish.** The Clerk invited four contractors to bid for the mowing contract. Two were received. The Council decided to give the three-year contract to Barcombe Landscapes. Proposed by Cllr Millam and seconded by Cllr Evans. All in favour.

**20/053.To consider purchasing and fitting a video doorbell to the Parish Offices.** The Council agreed to purchase a video/doorbell for the Parish Clerk offices. Cost is £89.00. The purpose of this is to provide security for the Clerk. Proposed by Cllr Tregenza and seconded by Cllr Berry. All in favour.

**20/054. To consider replacing rotten gate post at the Allotment site:** Chris Fisher, from the Allotment Society has been in touch with the Clerk to ask if the Parish Council could arrange for a rotten gate post to be repaired at the allotment site. The Council agreed. Proposed by Cllr Belcher and seconded by Cllr Tregenza. All in favour. Clerk to seek contractor.

**20/055.To receive verbal reports from the Councillors on their area(s) of responsibility and/or on their involvement with village organisations:** Cllr Jordan updated the Council on the Neighbourhood Plan; Regulation 16 Consultation Statutory Consultees finishes on the 23<sup>rd</sup> March 2020. There will be a meeting on the 20<sup>th</sup> March with Thea Davis, the Neighbourhood Planning Officer who will brief the Council on comments that the Statutory Consultees have made and to decide which of the two independent examiners be proposed to examine the plan. The final stage will be the referendum of villagers, organised and paid for by LDC.

Cllr Millam and Cllr Belcher discussed the flooding issues on Red House Common, Warrs Hill Road, A275 and finally heading to the pond near to Milnthorpe House. (previously discussed at the Planning Meeting on the 3<sup>rd</sup> March). Unfortunately, the Highways meeting scheduled for the end of the month where this would have been discussed has been cancelled. The Clerk previously contacted Keith Mewett, Flood Risk Officer at ESCC who has advised the Council that this matter is for Highways and has advised them so. Cllr Evans thought it sensible to contact the individual officers who would have been at the meeting and continue with discussions by phone or email.

Cllr Millam reported that he had been in touch with Drive Point requesting a quote for repairs to the road that runs past St Peter’s Church to the carpark. Clerk still waiting to hear from Highways as to who owns the road (As discussed in the Planning meeting held 3<sup>rd</sup> March).

Cllr Olbrich confirmed that he now has a copy of the Certificate for Completion for the Sports Pavilion. Chrysalis Construction have submitted their bill for retention to the Parish Council (£2070.22). There has been more vandalism to the outside cupboard

doors at the back of the building. The doors now need replacing, either wooden doors again or steel reinforced. Clerk to seek quotes. It was questioned whether CCTV needs to be installed. The Sports Club are meeting shortly to discuss security options.

Cllr Berry has been to see the Telephone Box outside the former Swan pub. She remains firm that it would be a good community asset to use but is mindful that it is not positioned in a safe place. She raised the idea of moving it and seeking input from the village as to where it could be re-sited and what it could be used for. Cllr Berry to organise and enquire into funding.

Cllr Tregenza reported that volunteers are still welcome for the Speedwatch programme.

Cllr Lethem recently received from the Clerk details on a Developer who is in negotiations with the owners of the Horns Lodge. The Developer is interested in the views of the PC as to how the site could be developed. The Developer has no firm proposal but suggested building 4 or 5 houses with a small pub for the village to run. The Council believe that it should be re-instated as a pub. Clerk to respond.

Cllr Evans reiterated cancellation of Highways meeting at the end of March. He is hopeful of continuing with discussions on the agenda by creating phone or email dialogue with those Officers concerned.

Cllr Belcher reported that the pads on the Defibrillators are wearing out. They will eventually need replacing and cost in the region of £60 to £100. The batteries should last for another year and will cost in the region of £150 to £200.

Cllr Belcher also reported that Chailey Commons Society had their AGM recently. The guest speaker from ESCC who was to speak on the future management of the Commons had to cancel. The Commons Society have no doubts that the responsibility of fencing, repair and upkeep of the Common comes under ESCC. They will arrange for a representative from ESCC to attend a future meeting to discuss these issues.

**20/056. 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.

**20/057. 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

**20/058. Date of the next meeting of the Full Council:** Tuesday 21<sup>st</sup> April 2020 at 7.30pm at the Reading Room, Chailey Green, subject to developments of the Coronavirus.

**Signed:**  
**Chair**

**Date:**

Initials:

Date: