



Chailey Parish Council
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Minutes

The Annual Meeting of Chailey Parish Council was held on Tuesday 12th May 2015 in the Reading Room, Chailey Green, commencing at 7.30 p.m.

Present: Cllr M Evans, Cllr J Millam, Cllr P Olbrich, Mr R Barnard

Public present: Three

In attendance: B. Newell (Clerk).

15/66. Apologies: Cllr Avery, Cllr Matthews

15/67. Clarifications prior to meeting:

Cllr Olbrich asked the Clerk whether she would be remaining in her job. Clerk explained that her experience and qualifications do not cover the financial aspects of the work involved, and would like to tender her resignation. Clerk did make a suggestion of splitting the work, so that she remains in charge of the administration and that a new person is appointed who has the relevant experience in finances. Clerk is happy to remain in post for a maximum of 6 weeks (from date of meeting, 12/05/15).

Cllr Olbrich raised matter of location of Chailey Parish Council offices, which are currently situated in the Village Hall at Scaynes Hill. He feels that the offices should be based in Chailey, which would be more sensible for all concerned, and more importantly, accessible for the residents of Chailey. Cllr Olbrich felt that the Council should make good use of the Reading Room by turning part of it into offices.

Cllr Olbrich asked if year end accounts had been closed. Clerk said no. Clerk needs training on this, although Clerk reiterated that it would be in Council's best interests to either appoint someone with finance background or to seek a Clerk who is an experienced all rounder. Cllr Evans has negotiated with Steve Brentnall to come into the office on Wednesday 20th May to show Clerk, himself and Cllr Olbrich the accounts.

Cllr Olbrich stressed that more emphasis should be advertised on recruiting Councillors to the Parish Council. There are details on the website, but it is a rather convoluted process in reaching the details and really should be clearly shown on the front page. He also asked if something would be going in the Parish magazine.

1568 Election of Chairman

Clerk asked the room if there were persons who would have an interest and be willing to be elected as Chairperson of the Chailey Parish Council. Cllr Olbrich proposed Cllr Evans and Cllr Millam seconded. Cllr Evans accepted title of Chair, and his declaration of acceptance of office was witnessed and received by the Clerk.

15/69 **Election of Vice Chairman**

Cllr Millam proposed Cllr Olbrich and was seconded by Cllr Evans. Cllr Olbrich accepted title of Vice Chair, and his declaration of acceptance of office was witnessed and received by the Clerk.

15/70 **Declarations of Interest from Councillors:**

Declarations of Interest came from Cllr Millam who remains in post as Chair of Planning and Environs and his acceptance was received and witnessed by the Clerk.

Declaration of Interest came from Mr Roger Barnard who was elected as new Councillor and his acceptance was received and witnessed by the Clerk.

15/71. **Questions/ Comments from members of the public:**

The Council were asked when discussion of Tompkins Solar Farm would be on agenda. Council confirmed that this will be discussed on the 26th May 2015, in the Reading Room starting at 7.30pm.

The Council were asked if Oxbottom Lane would also be discussed on same evening, and Council confirmed that it would be.

The Council were asked for advice on how the public should present their views/concerns at the meeting. Cllr Millam asked if an Action Group had been formed and if it had, then to select a lead person who can represent the group with their questions. It was stressed by Cllr Millam that usually members of the public have a limited amount of time during meetings to air their views, and it is therefore strongly recommended that all queries/concerns are prepared in advance. It was also advised that any written concerns are received by the Clerk before the meeting (3 working days would be ideal), so that they can be viewed by the Council.

The Council were asked if there would be enough Councillors present to make any decisions. Council would need a maximum of 4 to make a quorum.

The Council were asked if they would be walking the footpath at Tompkins Farm prior to the meeting. Council said that this is something that should be asked at the meeting or put in writing. Cllr Evans stated that it is unlikely for Cllrs to visit the area before the meeting and that they come to the meeting without pre-judgement. He also advised that the Parish Council do not decide on the outcome of the planning and act as a statutory consultee only. Lewes District Council will have the ultimate decision and have the right to listen or not to the Parish Council as they see best. Cllr Millam urged the public to attend the meeting on the 26th May and also to have contact with Lewes District Council with their concerns. If they do choose to write to LDC, it would be advisable to copy in the Parish Council.

15/72 **To Appoint Members to Council Committees & Representatives of Outside Bodies.**

Cllr Evans asked that the consideration of members for co-option to Council occurs at the next full Council meeting on the 16th June 2015.

Cllr Millam was appointed as Chairman to the Planning and Environs committee; proposed by Cllr Evans and seconded by Cllr Barnard.

Clerk to make contact with Cllr Avery to see if he can act as Vice Chair on the 26th May should Cllr Millam not be able to attend.

blank and it is the intention to fill available slots at the next full Council meeting. In the meantime, Cllr Millam expressed an interest in acting as an officer for the Allotments committee. Cllr Millam also said that he would act as Parish Tree Warden.

Cllr Barnard expressed interest in representing the Council at Chailey Sports Club. He asked what was required of him and Council advised that he would need to attend their meetings representing the Council and providing feedback to the Council. It would be good to bring all the different clubs together rather than working on an individual basis.

15/73 To Confirm Minutes of Meeting held 28th April 2015

Clerk making two amendments to Minutes of 28th April 2015. That is 15/57; should read Jack Cranfield and not Don Cranfield. 15/60, fifth bullet point should read Playdale and not Playbell. Minutes signed off.

Cllr Millam asked if correspondence had been received back from Neal's farm. Cllr Evans said that he had spoken with the occupier of Neal's Farm who said that the stakes have been in the ground for years and that they have no interest in acquiring more land. Clerk to write to Neal's farm to ask them to remove posts and enclose copy of photograph. Cllr Evans to provide Clerk with contact details.

15/74 Financial Reports to Council: None available. See above.

15/75 To review feedback received from Annual Parish Meeting: Not Applicable.

15/76 To receive items of information for noting for future discussion:

Cllr Barnard provided Clerk and Cllr Evans with his e-mail address so that it can be passed to Gary Strangwood who is Chair of Chailey Sports Club.

15/77 To consider correspondence for noting and response:

- Clerk to bring to next full Council meeting letter received from Allotment society.
- Costings for re-painting of letters on War Memorial is in region of £560. Clerk to confirm price with suppliers.
- Cllr Olbrich has been approached by Horns Lodge proprietor asking if Parish Council could provide a waste bin adjacent to the pub by the bus-stop. LDC would need to be contacted about this. Cllr Evans gave an example of costings from previous correspondence he had had with the Council on a similar issue. Cllr Olbrich borrowed the letter from Cllr Evans and will contact LDC.
- Clerk was asked to write to F & S Construction regarding works to be carried out on Chailey Windmill. It was understood that there had been some contact with F & S Construction in the past but to date there has been no comeback from them. Cllr Millam to send Clerk the original list of works that were asked to be carried out.

15/78 To Note Risk implications:

Clerk's resignation. Discussed above.

15/79 Date of next Meeting:

26th May 2015. Time : 7.30pm – Planning and Environs meeting

Meeting closed at 9.04pm.