



Chailey Parish Council

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Draft minutes subject to confirmation

A Meeting of Full Council was held on Tuesday 8th December 2009 in the Reading Room, Chailey Green, commencing at 7.48pm.

Present: Cllr P. Olbrich (Chairman)

Cllrs. P. Carpenter, D. Cowan, M. Downey, J-P Ellis, M Evans, J. Millam, J. Tillard & L. Waller.

Public present: One (part of meeting).

In attendance: R. Seccombe (Clerk)

1. **Apologies:** Cllr. K Gould.
2. **Declarations of interest:** At the start of item 14 Cllr Carpenter, as a member of the Free Church Executive Committee but not serving as a parish council representative to that body, declared an interest in the request by the Free Church for the parish council to provide a display at the forthcoming flower festival. As a member of St Peter's PCC he also declared an interest in discussions concerning provision of the Reading Room on concessionary terms for parishioners' meetings whilst the Rectory is temporarily unavailable.
3. **Items not on the agenda which the Chair of the meeting is of the opinion should be considered as a matter of urgency:** None.
4. **Council resolution (No. 09/153):** to agree and sign as a true record the Minutes of the of Full Council held on 17th November 2009
Council decision: Accepted.
5. **Matters arising for information:** None.
6. **To consider publicity for co-option of a new Member to the council.**
Members welcomed Mr Cranfield of North Chailey to the meeting as an observer. He had previously expressed an interest in serving as a councillor. The Clerk reported that another member of the public from South Chailey who had also previously expressed interest in serving as a councillor had indicated that he was not available at this point in time but would like to be notified about any future vacancies that may arise. Details about the vacancy are to be included in the January edition of Chailey News, on the community website & parish notice board and in the Parish Pump columns in the local press. The deadline for expressions of interest in the vacancy is 8th January 2010 and co-option to the council will be considered on 19th January 2010.
7. **To consider outstanding appointments including representative to Chailey Common LNR Management Committee (CC LNR MC) ; representative to Chailey Commons Society (CCS) and the post of Communications Advisor.**

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It was agreed that the council would ask Cllr Gould to consider standing as representative to CC LNR MC in advance of the next council meeting. Cllr Waller agreed to act as Communications Advisor and the appointment of the rep to the CCS was deferred (noting that there were no imminent matters for input by Chailey PC to CCS business). No updating of the Members' Register of Interests arose.

8. To update the council's Complaints Policy.

Minor modifications were approved to the council's Complaints Policy to bring it in to line with the latest National Assoc. Local Councils advice (Legal Topic Note 9 [new series] replacing LTN 56 [old series]). The changes relate to protocols for distribution of correspondence and notice periods. The Chairman and Cllr Waller confirmed that they had reviewed the proposed changes on behalf of the council and were satisfied with them.

9. To set council meeting dates for 2010.

It was agreed that meetings would follow the established pattern in 2010 with Planning & Environs meeting on the first Tuesday of the month and Urgent Planning Matters and Full Council meeting on the third Tuesday of the month apart from August when an Urgent Planning Matters will be held if required on 10th August and December when meetings will be held on the first and second Tuesdays of the month. It was agreed that the Annual Parish Meeting would be held in late April 2010, the date being determined by availability of the Parish Hall. A list of meeting dates will be circulated to Members and put on public display.

10. To consider a funding request from Newick Village Hall.

Members noted that Newick Village Hall's committee had requested provision of an annual grant for recurring expenses incurred at the hall. With the exception of capital expenditure and long term projects it is the Chailey parish council's policy that future councils should not be unduly bound by decisions taken in any one electoral term and so in any case an award to contribute to the hall's recurring expenditure items would only be for 2010-2011 and would not be a recurring annual award. Members commented that Chailey PC incurs considerable expenditure on maintenance of community buildings located within the parish boundaries. Councillors further noted that whilst Chailey residents make use of the hall's facilities in Newick there are also Newick residents who make use of the North Chailey's recreation ground and pavilion. Members stated that they did not wish to increase the Precept further above the level provisionally set on 17th November 2009. After careful consideration Members decided not to award an annual grant to Newick Village Hall. It was noted that the hall committee could apply for funding under the 2010-2011 'small grants' scheme (deadline 30th June 2010), however due to budget constraints the overall level of funds under this scheme has been reduced for 2010-2011.

11. To consider parish outdoor play facilities.

Members had previously considered purchase of land off Markstakes Lane for outdoor play facilities. Members were notified that Plot 9 of the fields off Markstakes Lane had recently been sold by Vantage Land to a third party and councillors agreed that plot 4 which at the time of the meeting was still on the market is not suitable for the intended purposes. The plots can only be retained by way of a deposit for two weeks before being put back on the market. Loan financing under the Public Works Loan Board requires that the project is 'ready to proceed' and this can't be assured until planning consent has been obtained. Members commented that time constraints have ruled out plot 9 unless for any reason it comes back on the market. As noted at the meeting on 1.12.09 (item 10) land within the Chailey brickworks site is not available. Members agreed that a further request for land for purchase/letting should go out in 'Chailey News' and the district council has agreed to notify the council if they became aware of any available land in the South Chailey area.

12. CONFIDENTIAL (Legal Matters)

To note correspondence on legal matters related to parish landholdings.

Notes of meeting for this item are classified as 'CONFIDENTIAL' (Appendix 1).

13. To consider the Budget and Precept for 2010/2011.

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Members were provided with a revised budget analysed by major expenditure and revenue captions incorporating the changes agreed at Full Council on 17th November 2009. The Member for Finance and Chairman had been supplied with a detailed budget analysis by the RFO/Clerk. Members decided not to make a general provision for contingencies as recommended in 'Governance and Accountability for Local Councils 2008' in view of the current funds held, the cash flow projections to the end of the financial year and potential changes in level of ear-marked reserves. Precept instalments are due to be received in April and September 2010.

The summary final Budget for 2010-2011 was agreed as follows:

Budget Caption:	Budget for 2010-2011
	Year to 31st March 2011
EXPENDITURE:	£
Administrative Costs	6,100
Remuneration, training and professional advisors (including audit and legal)	21,865
Parish Maintenance	8,440
Chailey Reading Room (running costs)	3,160
Chailey Parish Hall (contribution to running costs)	2,000
Chailey Windmill (running costs)	2,195
Grants and donations	5,500
Sub total	49,260
REVENUE:	
Revenue excluding Precept	(2,760)
ANNUAL PRECEPT/BUDGET	Total
	46,500

The following resolution was proposed:

Council resolution (No. 09/154): to set the Chailey Parish Precept for 2010-2011 at £46,500.

Council decision: Accepted.

The Clerk was asked to notify LDC Finance about the level of local Chailey Precept required for 2010-2011.

14. Reports from Council Representatives on Village Organisations.

- Cllrs Downey and Ellis (Representatives to Chailey Sports Club) noted that a sports club meeting is soon to be held to discuss a revised planning application for the new pavilion.
- See item 3 re Declarations of Interest. Cllr Carpenter produced a letter from Chailey Free Church with an invitation to the parish council to provide a floral display at the Flower Festival to be held in April 2010 as part of the church's 125th anniversary celebrations. Members discussed whether to provide financial assistance towards staging the festival or whether to provide a display. Members decided to request a well known local florist to arrange a display on behalf of the council with costs of materials to be re-imbursed by the council. Cllr Evans agreed to make enquiries and report back to council.
- Cllr Carpenter noted that Father Warhurst is soon to take up new pastoral duties outside the parish and requested that the Clerk send a letter on behalf of the council wishing him well with his new appointment. Cllr Carpenter proceeded to note that the Rectory would not be available for certain parishioners' meetings temporarily and requested on behalf of St Peter's Church that the Reading Room be made available on Wednesdays on the same concessionary basis as the Children's Church meetings on Sundays. Members agreed, noting that there were no other full charge bookings anticipated for the evenings in question.
- Cllr Evans reported back on the recent meeting of the Rural Voices Rural Choices. Members reviewed an agenda paper which set out the proposed future functioning of the forum. The RVRC members had agreed that over past years the limited communality of interests between the various forum representatives had restricted the impact of the group and that henceforth it would not formally meet but act as a lobbying group with contact via e-mail about issues with cross parish interest eg CPSOs; affordable housing; support for local hospitals.
- Cllr Evans reported back on the latest SLR (Strengthening Local Relationships) meeting with Highways and Members were supplied with notes of the meeting. Members noted that the formula used in assessing need for crossings, based on traffic volume and no. of

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pedestrians crossing, is just one of many factors taken into account in determining the priority score for a crossing. The position on the priority list can go up or down depending on the scoring of other crossings on the list and that of any new entrants to the list. Cllr Evans reported that another item discussed at SLR related to the application of development contributions from Chailey Heritage for 'mitigating the transport impact' of the development. The parish council after liaising with other interested parties including the County Councillor, Meg Stroude (also on the SLR panel) is to indicate to Highways which of the alternative options is favoured for detailed costing and evaluation. Members briefly discussed other areas within the parish where improved transport access was required. A link between Chailey Green and the North Chailey crossroads had previously been discussed and initial indications are that a footpath rather than a combined footpath and cycle way may be possible in view of the extent of land available and the funding available. An agenda paper was circulated which provided background information on the various options in advance of further discussion on the matter at Full Council on 19th January.

- Cllr Olbrich confirmed that he had received a cc copy of a letter from the Chailey Planning Inquiry Group to the LDC Chief Executive, Mr Crawford relating to management of the commons and the role of the Chailey Common LNR Management Committee. It was noted that CC LNR MC itself had not been included in the distribution list and that at the time of the meeting a copy of any response had not been received.
- It was noted that Chailey School had contacted the parish office about reported challenges to display of posters for the School Fayre. No Chailey councillor had acted to prevent the display of posters. The school was advised to follow guidance from ESCC Highways about posters for non commercial events. ESCC Highways is the issuing body for licences for display of posters alongside the public highway.

15. Finance Report to Council.

Members were circulated with details of bank balances as at 30th November 2009 and bank credit ratings as at 7th December 2009. Ledger bank balances as at 30th November 2009 amounted to £4,649.85 (current account) and £49,436.17 (deposit account). Details of receipts and payments including the Clerk's salary and expenses were provided for inspection by Members (November 2009 listing). The net operating cash surplus before capital expenditure for the 8 months to 30th November 2009 was reported at £10,546.08. Capital expenditure incurred in the year to date amounts to £17,570.28. Members were informed that the proposed transfer of a sum of £25k to a fixed term 6 month deposit account will take place once the signatories have provided identity details to the bank. As noted on the agenda paper, the annual contract for website provision has been renewed. Members reviewed the level of insurance cover for street furniture and monuments and considered whether items not currently covered should be included given the excess on the policy of £250 per claim. It was agreed that the cover levels for the respective bus shelters should be adjusted noting that the overall level of cover for shelters was adequate. Members decided to continue to exclude the various items listed in the agenda paper (13 items) from cover in view of the probability of damage/loss and the level of excess.

16. Correspondence for noting:

- Members noted that the Free Church has kindly agreed to make space available for display of community leaflets and pamphlets at the Free Church on Wednesday mornings when the 'Coffee Stop' operates and that discussions are to be held with ESCC Children's Services about information to be supplied at the forthcoming Chailey Children's Centre.
- Action in rural Sussex and ESCC Transport has confirmed that the public meeting to discuss potential community transport projects will be held on 6th February 2010 at Chailey School with presentations by ESCC Transport and Action in Rural Sussex. Details are to appear in the January edition of Chailey News.
- Members were informed that LDC is to consider whether the development contributions spending at Mill Brooks play area will include, as suggested, some kind of basic roofing over the proposed new paved seating area but LDC would need to consider whether this may aggravate anti-social behaviour problems. A bid for 'Housing budget' funding (as distinct from development contributions) from the LDC 2010-2011 budget may be made for the purposes of providing grass matting at the Mill Brooks play area however this bid will have to compete with alternative uses of the Budget. Members noted that LDC's

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correspondence on play sites made reference to possible use of the school playing field area but Members commented that this was unlikely given the significant health & safety and security factors.

- Correspondence from ESCC Countryside Management was discussed under item 12.

17. Risk Implications: None.

18. Implications to Crime and Disorder Act 1998 Section 17: None.

19. Any Other Business:

- Members noted that the bus stop at South Street near the Horns Lodge was some way distant from the Pump House shelter. SLR reps commented that Highways had previously stated that there was insufficient room for a bus bay with low level access on the west side of the Highway at South Street.
- Cllr Cowan asked those Members with Internet access whether they thought use of Skype (a video calling and messaging service) would assist with the conduct of parish business. Some Members stated that it could be helpful in particular circumstances and others expressed satisfaction with existing modes of communication.
- Members noted that, as discussed at SLR, the hedge on North Common Road outside Chippinge had been pruned back during recent works on the Highway resulting in much improved visibility.
- Cllr Millam raised the matter of wooden bollards erected by Highways on Pound Common to stop use of an unauthorised lay-by. SLR reps were asked to request that Highways re-consider the safety of the bollards and compliance with Highways' own regulations. The bollards are considered by users of the road to be unduly rigid and too close to the edge of the road.

20. Date of next meeting of Full Council: confirmed as 19th January 2010.

The meeting closed at 9.08pm.

Signed:

Chairman

Date:

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