



# Chailey Parish Council

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## Minutes

**The Chailey Annual Meeting and Full Council held on Thursday 20<sup>th</sup> May 2010 in the Reading Room, Chailey Green, commencing at 7.30 p.m.**

**Present:** Cllr. P. Olbrich (Chairman)

Cllrs. D. Cowan, D. Cranfield, M. Downey, M. Evans, K. Gould, J. Millam, J. Tillard & L. Waller, Cllr J Davies (from item 6)

**Public present:** Two. (part only)

**In attendance:** V. Grainger (Clerk)

1. **Apologies:** Cllr J-P Ellis.

2. **Nomination and appointment of Chairman of Full Council for Council year 2010/2011.**

Cllr Olbrich had expressed a willingness to continue to stand as Chairman in the absence of any other candidate. The proposal to appoint Cllr Olbrich as Chairman was made and seconded by Cllrs. Tillard and Millam.

Council resolution (10/174) to appoint Cllr Olbrich as Chairman of Chailey Parish Council for the Council year 2010/11 was made and accepted.

3. **To receive Chairman's declaration of acceptance of office**

Cllr Olbrich signed the Declaration of Acceptance of Office as Chairman for the Council year 2010/2011.

4. **Nomination and appointment of Deputy Chairman of Full Council for Council year 2010/2011**

Nominations for the post of Deputy Chairman were received for Cllr Evans from Cllrs Olbrich and Gould. Cllr Evans was duly appointed as Deputy Chairman (Council resolution 10/175).

5. **Other Appointments for Council year 2010/2011.**

**5.1.** Cllr Waller was proposed and seconded for the post of Chairman of Planning & Environs Committee by Cllrs Olbrich and Tillard and Cllr Millam was proposed and seconded by Cllrs Downey and Cowan. The appointment was made by show of hands (5 votes to 4 in favour of Cllr Waller). Cllr Waller was duly appointed as Chairman of Planning & Environs Committee and Cllr Millam as Deputy Chairman (Council resolutions 10/176/177).

**5.2 Co-option of new Member to the Council.** Mrs Davies had attended the previous full Council meeting and confirmed her eligibility for service as a Parish Councillor. After due consideration, it was unanimously agreed to co-opt Mrs Jenni Davies to Chailey Parish Council, (Council resolution 10/178). Mrs Davies accepted the invitation to become a co-opted Member of the Council and signed the Declaration of Acceptance of Office. Cllr

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Davies undertook to sign the Register of Members and the Members Interests Form. Members welcomed Cllr Davies to the Council.

**5.3 Appointment of members to be Council Representatives to Outside Bodies and positions of responsibility:**

<b>Appointments to Committees/Sub Committees:</b>	<b>No.</b>	<b>Member(s) in Council year 2010/2011</b>
<b>PLANNING &amp; ENVIRONS COMMITTEE (monthly)</b>		
Chairman	1	Cllr Waller
Deputy Chairman	1	Cllr Millam
<b>CHAILEY WINDMILL ADVISORY COMMITTEE (ad hoc)</b>		
Chair	1	Mr J Smith (External)
Other Member	1	Cllr Downey and Cllr Millam
<b>PERSONNEL ADVISORY COMMITTEE (ad hoc)</b>		
Chair	1	Cllr Olbrich
Other Members	2	Cllr Evans & Waller

<b>Appointment of Council reps to Outside Bodies:</b>	<b>No.</b>	<b>Member(s) in Council year 2010/2011</b>
Chailey Common LNR MC	1	Cllrs Evans Cllr Davies
Chailey Commons Society	1	Cllr Cranfield
Chailey Sports Club	2	Cllrs Downey & Ellis
Chailey Parish Hall	1	Cllr Cowan
Strengthening Local Relationships SLR, ESCC Highways	2	Cllrs Evans & Tillard
Sussex Police Liaison/LAT	1	Cllr Gould
Youth Play Provision	1	Cllrs Olbrich & Waller
Lewes District Association	1	Cllr Evans
Liaison with Emergency Services	1	Cllr Tillard
Grantham Trust	1	Mr M Roberts (External)
Community Payback Footpaths Group	1	Cllr Gould

<b>Posts of Responsibility:</b>	<b>No.</b>	<b>Member(s) in Council year 2010/2011</b>
Member for Finance	1	Cllr Cranfield
Allotments Officer	1	Cllr Millam
Parish Tree Warden	2	Cllrs Millam & Tillard
Village Design Statement Co-ordinator	1	Cllr Waller
Website Administrator	1	The Clerk
<b>Other appointments of</b>	<b>No.</b>	<b>Member in Council year 2010/2011</b>

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<b>interest to the Parish Council</b>		
Chailey School (LEA appointed Governor)	1	Cllr Evans
PCC, Friends of St Peter's Church & Free Church, Exec. Committee	1	Cllr Tillard

Cllr Cranfield accepted the appointment of member for Finance but drew to members' attention that he was a relatively new and inexperienced Council member and was working closely with a newly appointed and relatively inexperienced Clerk/ Responsible Financial Officer. It was therefore difficult to comment on what had occurred in the previous financial period. It was suggested that contact should be made with former Councillor Paul Carpenter who would be able to provide some guidance and information on the previous financial years matters.

**6. Update of Register of Members Interests and Declarations of Interest.**

Members were provided with the opportunity to check and update as appropriate their Register of Members interests form. No items of interest were declared for the Annual Meeting Agenda.

**7. To set meeting dates for the Council year 2010/11**

A table of meeting dates for 2011 was circulated. A provisional date for the Annual Parish Meeting had been set for 26<sup>th</sup> April 2011. However, it was not possible to book the Parish Hall for a Tuesday evening. It was resolved to make a provisional booking for the meeting on Thursday 21<sup>st</sup> April and confirm the meeting date and venue nearer to the time.

**8. To agree Minutes of the previous full Council Meeting**

The minutes of the meeting held on 20<sup>th</sup> April 2010 were noted and agreed as a true record. (Council resolution 10/179).

**9. Items not on the agenda which the Chair of the meeting is of the opinion should be considered as a matter of urgency.**

It was confirmed that the letter to Andros Close residents had been dispatched.

**10. Matters arising for Information:**

None

**11. Reports from Council Representatives on Village Organisations**

- **Rural Access to Services Project (RASP)** - Cllr Waller advised that she and the Clerk had attended a meeting with Malindi Blight of Action in Rural Sussex (AIRS) and her colleague, together with Trudi Hamer, Community Development Officer at Chailey School. The possibilities for the development of the Community Information Hub were being explored. Various options had been discussed and a further update would be provided once the venues had been confirmed.

**12. To consider funding application for Chailey Sports Club**

A request had been received from Chailey Sports Club for the Parish Council to assist in making a donation towards the cost of a planning application fee. Assistance with the fee would permit the Sports Club to make a planning application for the new Sports Pavilion. Cllr Downey declined to comment due to his interest in the Club.

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Members **Agreed** that supporting the Club in this way would allow them to proceed with proposed improvements. It was confirmed that the Sports Club would complete the planning application.

**13. Finance Report to Council**

Members were circulated with details of bank balances as at 30th April 2010 and bank credit ratings. Ledger Bank balances amounted to £68,205.11 (Current account £8,946.81 and deposit accounts £59,258.30). Details of receipts and payments were provided. The first instalment of the 2010/11 precept had been received (£23,250), there had been no capital expenditure leaving a net operating cash surplus of £26,552. Members were presented with a draft of the totals prepared for the annual financial return which indicated a deficit of £1,431 for year ended April 2010. Quarter four 2009/10 expenditure figures were circulated indicating that there had been additional expenditure during the year on accommodation allowances, remuneration and legal expenses. The annual return figures would be presented at the next Full Council meeting for final approval.

**14. Correspondence for Noting:**

- Cllr Waller updated members on the Community Involvement review
- The correspondence concerning the A275 speed restriction and location map was circulated for noting. Members had no further comments to add.

**15. Risk Implications:** None

**16. Implications to Crime and Disorder Act 1998 Section 17:** Cllr Gould advised that a meeting with PCSO Steve Knowles was planned.

**17. Information Exchange:**

- Cllr. Cranfield had reported to the Commons Ranger concerns about encroachment on common land (being used for bonfires).
- Cllr Davies reported that Taylor Woodrow had agreed to complete renovations to the Chapel as part of the New Heritage development, following action taken in the High Court
- Cllr Evans raised concerns about signs at the Chailey Heritage site. These issues were to be discussed in detail at the next meeting.
- Cllr Waller commented on the proposed new notice board- there was currently no bus time table displayed anywhere and it would be helpful to residents if a time table could be placed on the notice board.

**18. Date of next meeting of Full Council:** Confirmed as 15<sup>th</sup> June 2010.

The meeting closed at 8.40pm.

**Signed:**

**Chairman**

**Date:**

Initials:

Date: