



Chailey Parish Council
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Minutes

A virtual meeting of the Annual Meeting of the Full Council was held on Tuesday 19th May 2020.

Present: Chair: Cllr. K. Jordan
Cllrs. S. Avery, N. Belcher, E. Berry, M. Cornwall, M. Evans, M. Lethem,
P Olbrich, R. Penfold, J. Tregenza

Public present: none

In attendance: B. Newell (Clerk).

20/073.To elect a Chair and to receive the Chair's declaration of acceptance of that office: Cllr Olbrich proposed, and Cllr Belcher seconded a motion that Cllr Jordan be appointed as Chair for the coming year. There were no other nominations and the motion was approved. Cllr Jordan to complete a declaration of acceptance of Office as Chair.

20/074.To elect a Vice-Chair and to receive the Vice-Chair's declaration of acceptance of that office: Cllr Jordan proposed, and Cllr Lethem seconded a motion that Cllr Olbrich be appointed as Vice-Chair for the coming year. There were no other nominations and the motion was approved. Cllr Olbrich to complete a declaration of acceptance of Office as Vice-Chair.

20/075.To receive updated Register of Interests from members : All Councillors prior to the meeting received a copy of the Register of Members Interests, giving them the opportunity to declare any pecuniary interests by Section 30 of the Localism Act 2011 and of other interests which may have an impact on Council matters. Apart from Cllr Penfold, no other Councillors confirmed any changes to their current situation. Cllr Penfold to submit his form to the Clerk at his earliest convenience.

20/076.Apologies for absence: Cllr J Millam.

20/077.Declarations of interest: None

20/078.Questions/comments from members of the public: None.

20/079.Items considered as a matter of urgency:

- **Neighbourhood Plan:** Cllr Jordan gave the latest situation on the NHP; the Government have now removed the lockdown on independent inspectors moving around the country, therefore Mr John Slater will be able to visit Chailey at the end of May beginning of June. After this, he will be able to comment on the draft plan. The referendum run by Lewes continues to

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remain in a lockdown situation until next May. Cllr Jordan has approached Lewes to suggest adding a short paragraph about the way people in the village are helping those who may be shielding due to the Corona Virus. Lewes have said that the law does not permit us to make any further changes to the NHP, but they will pass on this point to John Slater so that he is aware of this extra factor. Lewes have also indicated that the suggestion could be added as an addendum once the plan is formally made after the referendum.

- Andros Alms Houses: Cllr Jordan reported that thankfully there has been no outbreak of Covid 19 to any of the inhabitants. Staff have been furloughed on full pay. They are considering ways on improving social distancing so that some semblance of normal life can continue.
- Chailey Link Walk: Cllr Jordan reported that there is a seat (north of Grove House) that needs repair. It is well-used as it offers a pleasing view. Clerk to investigate repair work.

20/080.To agree the Minutes of the Full Council meeting held on the 21st April 2020:
The minutes were agreed and will be signed off at the next face to face meeting.

20/081.To receive and if thought fit approve the financial reports for April 2020. Total payments for the month were £570.00. Total receipts received for the month were £53,546.19 This sum included the first half of the precept (£33,360.00) and CIL monies received (£19,866.19). These are from the following developments:

LW/18/0551 Oaklea Warren, Station Road, North Chailey
LW/19/0311 Banks House, Banks Road, North Chailey
LW/18/0850 Knight's Court, South Road, South Common, South Chailey
LW/19/0214 Land rear of Oaklea Warren, Station Road, North Chailey.

Financial reports for April were proposed by Cllr Belcher and seconded by Cllr Avery. All in favour.

Cllr Evans asked if the CIL money that we have received could be transferred to the Active Saver Account. Clerk to investigate with the Bank whether we need to give notice withdrawing money from the Active Saver Account. Proposed by Cllr Evans to move into the savers account and seconded by Cllr Avery, all in favour - on the assumption that no delay difficulties lie in the transferring of funds.

20/082.To consider appointments to Council Committees and to represent the Council on outside bodies and village and other organisations: Cllr Avery indicated that the Planning & Environs Committee working party under Posts of Responsibility, contained only himself and Cllr Millam when there ought to be three. Cllr Lethem agreed to be the third member. Clerk to amend the list.

To note, working committees may still "meet" using a virtual platform.

20/083.To agree the dates of Full Council and Planning & Environs Committee meetings in 2021: The Council agreed the dates set out by the Clerk. After the meeting, the Clerk will re-schedule the Annual Parish Meeting to the 21st May instead of the 14th May.

20/084.To review and if thought appropriate amend/approve the Council's Standing Orders: The Clerk has made an addition to xxiii on page 6, under item 3 Meetings generally, to include a scheme of delegation in unprecedented times as discussed at

last month's Full Council meeting (20/065). Under the guidance of SSALC, it was advised that in the event of the Clerk being incapacitated, then the Council should appoint a locum Clerk and not approach the Monitoring Officer of the District Councillor to act as Clerk.

Cllr Avery pointed out that on page 12, Code of Conduct, 13.2, fourth word in sentence, "has" should be removed.

Amendments to the Standing Orders were proposed by Cllr Olbrich and seconded by Cllr Lethem. All in favour.

20/085. To review and if thought appropriate revise the Council's Financial Regulations: Cllr Berry proposed, and Cllr Evans seconded a motion that the Financial Regulations be agreed without amendment. All in favour.

20/086. To review and if thought appropriate revise the terms of reference for the Personnel Advisory and Planning & Environs Committees: Cllr Evans requested that minutes of the PAC meeting be made available as soon as practical to the Council, this appears not to have happened so swiftly in the past. The minutes are not issued to the public, and therefore not posted on the website. Terms of reference were accepted, with a change to item 10, so that minutes from the PAC meetings will state that they are normally held as confidential to the Council. Amendment proposed by Cllr Avery and seconded by Cllr Evans. All in favour.

Cllr Lethem agreed that no changes should be made to the Planning & Environs Committee terms of reference but noted that there could be changes that come through from the Planning Committee Working group at some stage in the future.

20/087. To consider and approve the Council's Risk Management and Assessment schedule: The Risk Assessment presented to the Council this year was the same presented at last year's meeting. At last year's meeting, it was noted that some of the actions identified needed to be updated. To the current Clerk's knowledge these have not been updated and Councillors could not recall the suggested changes. Cllr Jordan thought it would be sensible for the Clerk to review once she has been in post for a year and this may be a suitable project for the Clerk to administer once she begins the CiLCA course.

Cllr Penfold pointed out that there was quite a lot of work that needed to be done, especially around finance and occupier's assets and should not be delayed. Cllr Penfold and Clerk to liaise on appropriate course of action.

Cllr Evans pointed out that in years gone by the Council used to make regular checks on its assets, but continuation has stopped. Clerk to investigate and re-establish. On this note, Cllr Berry pointed out that the telephone box by the former Swan pub was not included in the Council's list of assets. Clerk to investigate.

20/088. To receive a report on the Council's insurance arrangements for 2020/21: The Clerk reported that she had received the renewal papers. The Council have a three year arrangement with Axa that began last year. The insurance value of assets had increased by 4%, the same as the previous two years. Cllr Belcher reported that there should be four Defibrillators and not three on the insurance asset list – Clerk to amend.

20/089.To review the levels of the Council’s earmarked reserves and to agree any transfers thought appropriate – Item deferred to such a time when the Clerk has received sufficient training.

20/090.To continue discussions on the appropriate form of Agreement for the Sports Club. Cllr Penfold has drafted a short form lease agreement that incorporates clauses to keep it in a decent state. It is drafted as a “tenancy at will” which means that it does not have a fixed term security of tenure, therefore the Parish Council and/or the Sports Club can terminate the agreement when and if they wish to do so at any time.

There may be an opportunity for the Sports Club to obtain a grant from the Football Foundation, in order to do so, they need confirmation as to whether they have a 12 month security of tenure over the pitches. Cllr Penfold thought that the lease could be amended so that it runs on a 12 month term, by so doing, the Council would not be in a position to terminate at will in that period.

The Chair asked if the Pavilion and the pitches could be treated differently. The Agreement drafted encompasses both. Cllr Penfold thought it may be possible to have separate terms, this may require splitting the rent; one for the building and one for the playing ground.

The Council do not wish to hinder the Sports Club in getting a grant and will assist where feasible. The Council do insist however that the occupiers of the building should always keep the premises in a clean and tidy state.

Cllr Penfold to re-review the Agreement – this will be brought up at the next FC meeting or before.

20/091.To receive the actions taken to prevent further acts of vandalism at the Sports Club. Cllr Olbrich met with one of the PCSO for this area, Nick Cox. Out of this meeting came some extremely useful suggestions by the Police:

- Removal of present fence and replace with one that would stop vandals climbing on to the roof of the Pavilion.
- Crime team will be making regular checks to the grounds.
- PCSO will apply for a grant for CCTV.
- Consider putting on anti-climb paint on the roof once tiles are repaired
- Consider cameras.

Cllr Olbrich met with PBI Audio Visual, who specialise in CCTV installation. Quote for this is £3,393.60. Council thought it best to wait for information on the CCTV grant application being made by the Police.

Quotes have been received from the builder, which the Council are in receipt of. It was decided to opt for steel doors with insurance rated locking system for £1,150, proposed by Cllr Olbrich and seconded by Cllr Lethem, motion carried forward. The builder will also replace the roof tile, re-fit light, and repair gutter for £70.00. There are sufficient funds in the budget for the doors, although Council would have to be mindful on further expenditure. Clerk to find out if worthwhile claiming insurance.

To note, Cllr Cornwall thought metal doors would be the most secure option and met with builders to quote. Unfortunately, the quote was received by the Clerk the day

after the meeting and she was therefore unable to produce on the day of the meeting.

20/092.To begin discussions on the Feasibility Appraisal report now received on the Mill Lane Crossing proposal. The Council are now in receipt of the Feasibility Appraisal for the proposed pedestrian crossing at South Chailey. There were two options considered; the first, a controlled crossing on the A275 to the south side of Mill Lane junction and the second, two pedestrian refuge islands on the A275 either side of Mill Lane junction. It is East Sussex Highways opinion that the first is the most suitable. The Parish Council have several concerns:

- Affordability – cost quoted by Highways is £245,000. Possibly more if alterations to existing underground services and drainage are required. The Council would not have the means to finance this and other projects. Matching funds may or may not be available and would be for a maximum of £50,000. Funds left over from S106 (New Heritage) once crossing refuge installed in North Chailey may be available but would not be enough. CIL money could be explored.
- Five street lighting columns required which will conflict with the Neighbourhood plan.
- There was debate as to whether a public consultation should be carried out.
- To note, Cllr Belcher commented on the speed data in the report. The conclusion of ESH is that 85 centiles is 40mph which means that 85% of the vehicles are under 40mph. Cllr Belcher is concerned about the 15% which he considers is too high, therefore dangerous and should be challenged with ESH.

Cllr Evans will precis the problematic issues on this project for the Council and will approach Highways to ask if there are ways of reducing the costs.

20/093.To decide on appropriate form of bus shelters at Glendene development site.

The Council overall preferred the Newstead shelter with glazing, proposed by Cllr Olbrich and seconded by Cllr Tregenza. All in favour. Website details https://www.bus-shelters.co.uk/products_bus-shelters.php

20/094.To discuss a suitable site to situate the VE Day bench donated to the village by Cllr Millam. Cllr Millam would like the bench to be situated on the village Green, next to the War Memorial. The bench will be commemorated to all those who fought in the war. The bench adjacent to the Church will be moved to South Chailey. All were in favour of this proposal.

20/095.To continue discussions; after the pandemic, how should the Council recognise outstanding services within the Community?

Cllr Jordan suggested to the Council that they think of ideas and email them to the Clerk.

Clerk to write to the English Soap Company and thank them for the soaps and hand creams that they have kindly donated to the village.

20/097.To note and consider any implications arising from the Council's duty under section 17(1) of the Crime and Disorder Act 1998. None

20/098. Confidential information: None.

20/099. Next Full Council meeting: Tuesday 16th June 2020 at 7.30pm at the Reading Room, Chailey Green, subject to developments of the Coronavirus.

Signed:
Chair

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