



Chailey Parish Council

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Minutes

The Annual Meeting of Chailey Parish Council was held on Monday 16th May 2011 in the Parish Hall, Chailey Green, commencing at 6.30 p.m.

Present: Cllrs. P. Atkins, D. Cranfield, M. Evans. J. Tillard, Mrs L. Waller.

Public present: one

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

11/60. Election of Chairman of the Council

Councillor Evans requested nominations for the office of Chairman of the Council. The proposal to appoint Cllr. Loraine Waller as Chairman was made by Cllr. Evans and seconded by Cllr. Cranfield and there being no further nominations, Councillor Waller was duly **ELECTED** as Chairman of Chailey Parish Council for the Council year 2011/12. (Council resolution: 11/213).

11/61. Declaration of acceptance of office of Chairman

Councillor Waller read the declaration of office and signed the declaration in the presence of the Proper Officer, who counter signed the declaration. Councillor Waller assumed her position as Chairman for the rest of the meeting.

11/62. Election of Vice Chairman of Council

The Chairman called for nominations for the office of Vice Chairman of the Council, Councillor Mark Evans was proposed by Cllr. Tillard and seconded by Cllr. Waller and there being no further nominations, Cllr. Mark Evans was duly **ELECTED** as Vice Chairman of Chailey Parish Council for the Council year 2011/12.

11/63. Declaration of acceptance of office of Vice Chairman

Councillor Evans read the declaration of office and signed the declaration in the presence of the Proper Officer who counter signed the declaration.

11/64. i) Appointment of Standing Committees and Positions of responsibility

Cllr Millam was unavoidably detained from attending the meeting but had expressed a willingness to accept the office of Chairman of Planning & Environs Committee. Cllr John Millam was proposed and seconded and there being no further nominations, was duly **ELECTED** as Chairman of Planning & Environs Committee. Cllr Waller being proposed and seconded was duly **ELECTED** to the office of Vice Chairman of Planning & Environs Committee.

Positions of Responsibility: It was proposed and seconded that Cllr. Don Cranfield be appointed as Member for Finance. There being no further nominations, it was **agreed** that Cllr. Cranfield be appointed as Member for Finance.

ii) Appointment of Council Representatives of Outside Bodies

In the absence of a number of Councillors it was **agreed** to confirm the representatives of all outside bodies and committees at the Council meeting to be held on 21st June.

11/65. Update of Register of Members Interest 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.

Initials:

Date:

- 11/66. Apologies:** Apologies were received from Cllrs. B. Bates, D. Cowan, J. Millam, P. Olbrich and accepted.
- 11/67. Verbal representations from members of the public:** None
- 11/68. To confirm Minutes of meeting held on Tuesday 19th April 2011**
The minutes of the meeting held on 19th April 2011 were noted and agreed as a true record. (Council resolution: 11/214).
- 11/69. Items to be considered as a matter of urgency :**
- i) Commons Fencing Project-** It had been agreed that the Commons fencing at Longhurst track should be erected in a straight line. Residents of Longhurst Cottages had wanted to upgrade the proposed fencing to a post and rail type. However, the fence erected was not in a straight line but had been diverted to allow the parking of a vehicle. This was an encroachment and needed to be corrected. Councillors were requested to inspect the site in order to ensure that the fence is reinstated to the correct position.
 - ii) Proposed Pedestrian Crossing-** A small site meeting was proposed to discuss with ESCC Highways the options for the installation of a pedestrian crossing at South Chailey. It was **agreed** that Cllrs. Cowan, Evans and Waller would attend the meeting and the proposed dates for the meeting were 25th/26th May, to be confirmed by exchange of email. Councillors would provide a report of the site visit to the next Planning and Environs meeting.
- 11/70. Meeting Dates for Council Year 2011/12**
A table of meeting dates for 2011/12 was circulated. A provisional date for the Annual Parish Meeting had been set for 23rd April 2012, subject to availability of the Parish Hall.
- 11/71. Finance Report to Council**
- i) Draft Annual Return**
The first draft of the annual return was circulated to members for consideration, together with a revenue and expenditure comparison for 2009/10 and 2010/11. There had been a slight increase in revenue due to insurance and grant proceeds. Staff costs had increased slightly due to the change of staff and hand over arrangements at the year start and additional hours worked, which had been met by the grant received. There had been a reduction in other expenditure due to the reduction of maintenance costs and legal fees. The final return would be presented for approval at the Council's meeting in June.
 - ii) Fixed Assets and renewal of Insurance**
A schedule of fixed assets was circulated for noting. The Parish Insurance was due for renewal on 1st June. An offer had been made to fix the rate of Insurance for three years if the Council were prepared to agree a contract with the same company for three years (rather than an annual renewal). It was **agreed** that the renewal should be confirmed at three years, as this would assist future financial planning and maintain costs at a certain level. The agreement was signed by the Chairman.
 - iii) Receipts and Payments for April**
The financial report for April was circulated indicating a balance of £47,333 in Barclays Bank Community account and a total of £26,138 on deposit. The first payment of Council Tax precept of £24,000 had been received, providing an operating surplus of £22,608.
 - iv) Approval of expenditure and cheque signatories**
The list of payments detailed was approved. It was noted that Cllr. Olbrich had been a signatory of the Barclays Bank Community Account (together with Cllr Tillard and Cllr Evans), the Bank of Ireland Account and the Halifax reserve account. It was **agreed** that Cllr. Don Cranfield as Member for Finance should be added as a signatory to the Barclays Bank account. Cllr Cranfield was a current signatory for the Bank of Ireland account. Cllrs Gould and Olbrich had been signatories for the Halifax reserve account, together with Cllr. Waller. New mandate forms for Barclays Bank were signed and new mandate forms would be requested for the Halifax and Bank of Ireland accounts in order to make the necessary changes.

Initials:

Date:

11/72. Correspondence for noting

It was noted that further correspondence regarding River Farm had been received and it was **agreed** that instructions would be confirmed to The District Valuer to proceed to value land at Lane End Common.

11/73. Risk Implications: None

11/74. Implications to Crime and Disorder Act 1998 Section 17: None.

11/75. Date of next meeting of Full Council: Confirmed as 21st June 2011 at 7.30 p.m.
The meeting closed at 7.10 pm.

Signed:

Chairman

Date:

Initials:

Date: