



# Chailey Parish Council

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## Minutes

**A Meeting of Full Council was held on Tuesday 19<sup>th</sup> April 2011 in the Reading Room, Chailey Green, commencing at 7.45 p.m.**

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

Cllrs. D. Cowan, D. Cranfield, M. Evans, K. Gould, J. Millam, L. Waller and J-P Ellis.

**Public present:** none

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

**11/46. Apologies:** Cllrs. J Davies, J. Tillard.

**11/47. Declarations of interest:** None.

**11/48. Items considered as a matter of urgency:** None

**11/49. Minutes: To agree minutes of Full Council Meeting held on Tuesday 15<sup>th</sup> March 2011 :**  
The minutes were **Agreed** and signed as a true record of the Full Council meeting held on 15<sup>th</sup> March 2011. (Council resolution 209/11)

**11/50. To Consider the Introduction of Members Allowance:**

A background paper had been circulated outlining the requirements/ regulations relating to member's allowances. At present any Chailey Parish Councillor may claim for permitted expenses such as travelling to meetings at LDC. In the last financial year no Councillor had made a claim. It was felt that although a Councillors allowance might attract some members of the community to become involved in the work of the Parish Council, there was an existing provision to claim legitimate expenses should the need arise. An allowance was paid to the Chairman of the Council who is required to attend additional meetings on behalf of the Council and to provide the Clerk with support. The allowance reflected the expenses incurred such as travel, postage etc. and attendance at additional meetings. The Chairman's allowance had not been changed for many years and was currently £150.00 per quarter. It was agreed that at the present time members allowances were not considered necessary but this was an issue that could be further debated later in the year. It was considered appropriate that the Chairman's allowance should be revised to take into account increased costs. Cllr. Millam proposed that the Chairman's allowance should be increased from £150.00 per quarter to £200.00 per quarter. The proposal was seconded by Cllr. Gould. It was unanimously **Agreed** that the Chairman's allowance should be increased to £200.00 per quarter (Council resolution 210/11).

**11/51. Reports from Council Representatives on Village Organisations**

- **Cllr. Cranfield** confirmed that he had attended the Chailey Commons Society AGM. The Society had a very strong membership of over 300 members.
- **Cllr. Cowan** advised that the Parish Hall secretary Val Miles had resigned after many years of conscientious commitment. However, it had been possible to find a replacement.
- **Cllr. Gould** remarked on the recent serious crime incident in Chailey. The Asst. Ch. Constable had been in touch with the Chairman, and a suspect had been arrested.
- **Cllr. Olbrich-** had attended the recent Chailey Commons Management Committee meeting and advised that the role and structure of the Committee was being reviewed by ESCC, the review would take about 4-6 weeks. It had been relayed to the committee that several Councillors had been unhappy with the workmanship of the fencing and Mr Simon Fathers confirmed that he was content with the work but

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a further inspection would be made. **Cllr. J-P Ellis** was concerned that fencing wire had been left lying on the floor and the working site needed to be tidy to prevent trip hazards of this type occurring.

- **Cllr. Olbrich** advised that each fencing post had a number and carried a 15 year guarantee. It was anticipated that work would be completed by mid to late Summer, six water troughs would be provided and the grazing of Exmoor ponies on the common was being considered as a possibility.
- **Cllr. Millam** commented that he had reported fly tipping on the common in the lay-by area adjacent to Dove Cottage. It had later been established that the fencing contractors had stored hard core in the lay-by and this would be removed shortly. **Cllr Millam** agreed to monitor the situation.
- **Cllr. Evans** Advised that English Nature had been requested to comment on the proposed development of holiday lets adjacent to the Common.
- Warrs Hill Footpath- Concerns had been raised by Lewes District Council that the necessary land swap permissions may not be agreed by the deadline of July 2012, for use of s.106 monies. It had also been commented that some residents did not want a footpath. Plans for a pedestrian crossing at South Chailey were therefore being developed, as an alternative scheme. **Cllr. Millam** suggested that close mowing of a land strip could provide a flat walking area as an alternative solution. It was agreed that this would be discussed as an agenda item at a future meeting.
- **Cllr. Evans** also advised that permission for the erection of brick piers on the common at White Cottage had been refused.

#### 11/52. **Finance Report to Council**

The financial reports for March were circulated to members and included details of receipts and approved payments. The reports indicated a balance at bank of £24,241.52 with un-presented cheques of £46.25 and a ledger balance of £24,195.27. The report indicated monies on deposit of £25,128.99 and £1,568.03 and an operating surplus of £10,443.00. The first draft of the annual return was included in the financial report and indicated an opening cash balance for 2010/11 of £41,687.80 and a closing cash balance of £50,892.29, as at 31<sup>st</sup> March 2011. This change offered the opportunity to review the earmarked reserves. It was **agreed** that the allocation for the rebuilding of the Sports Pavilion should be restored to £30,000, as originally agreed and earmarked, £2000 would be allocated to future repairs of the Windmill/Reading Room and the allocation for the Children's play area would be reduced to £4,500.00. The funding from Action in Rural Sussex (RASP) funding had come to an end. It was agreed that an evaluation of the work completed would be provided. It was confirmed that grants for other projects would be reviewed in June when community grants are considered.

The deposit account was held by Bank of Ireland and the first precept payment would be made to this account. It was agreed that the sum of £24,560.00 would be transferred to the Barclays Community account. It was noted that the cheque mandates for the accounts would require updating due to the changes of Councillors and Chairman. The Clerk would obtain the mandate forms.

#### 11/53. **To confirm arrangements for the Annual Parish Meeting**

The date of the Annual Parish Meeting was confirmed as the 16<sup>th</sup> May. Attendees would include Sussex Police, County Councillor and Norman Baker MP (if he was able). There would be an update on work with children and young people and the work undertaken in partnership with Action in Rural Sussex. There were suggestions of two other possible attendees and these would be contacted. Cllr. Waller kindly offered to arrange refreshments. There would be a new Chairman appointed by 16<sup>th</sup> May and Cllr. Olbrich would liaise to provide a report covering the previous year.

#### 11/54. **Correspondence for noting:** A listing of correspondence received was circulated to members and duly noted.

- **Roe Heath tree clearance-** An email had been received from a local resident Mr Varlow concerning the tree clearance at Roe Heath. Cllr. Millam as one of the Parish Council's tree wardens confirmed that he had inspected the site following the

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professional tree survey, which had been carried out on behalf of the Parish Council about three years ago. The trees which had been identified as posing a risk had been marked by white paint for removal. A further recent site inspection had also been made. As land owners the Council had an obligation to ensure that the public were not put at risk of suffering injury as a result of falling trees/branches etc. It was stressed that children were actively encouraged to use Roe Heath as an informal play area. The Council would welcome the attendance at the Council's meeting of any resident wishing to raise issues of concern.

- **Lane End Common Encroachment** An estimate of the valuation fee had been received from District Valuer. It was agreed that the Clerk would write to the owner of River Farm and obtain an undertaking of reimbursement of the fee. The Council would review the matter once the valuation was completed.
- **Access to St Mary the Virgin Church, North Chailey.** Correspondence had been received from the Council's solicitors with a draft deed of grant document and an indication that advice should be sought from the District Valuer as to the time span of the valuation report. The advice received from the Valuer was that an additional desk top valuation could be completed (if considered necessary). It was **Agreed** that the re-valuation would not be necessary, as the agreement depended on the proceeds of sale. It was noted that planning permission for conversion of the building had now been granted.

**11/55. Risk Implications: Allotments-** The Clerk had recently inspected the allotments and an allotment holder reported drainage issues. A drainage ditch had been cut some time ago and surrounded by wire mesh. It was suggested that the surface water should be piped into the adjacent ditch alongside the common, the allotment drainage ditch filled and the wire removed. Cllr. Millam agreed to make an inspection and report back.

**11/56. Agreement of changes to Maintenance, Insurance Contracts and Clerk's Remuneration:** Due to the confidential nature of this item matters were considered in closed session in accordance with section 68 of Standing Orders.

**11/57. Implications to Crime and Disorder Act 1998 Section 17:** None.

**11/58. Information Exchange:**

- **Cllr. Ellis** reported dislodged kerb stone at Downs View. This would be reported to ESCC Highways.
- The Clerk advised that a resident at Downs View had requested the trimming of overhanging oak tree branches. A quotation for the work had been obtained. The cost would be £180.00 for trimming of two trees. It was **Agreed** that this quotation be accepted and instructions given to proceed with the work. It had also been reported that the Oak tree at the entrance of Downs View Close was dead. Cllr. Millam as tree warden agreed to view and report back.
- Chailey Parish Council election was uncontested. There were two new members of the Council. Councillors Olbrich and Ellis indicated that they would be willing to consider being co-opted to the Council, once the new Chairman and Councillors were in place.
- **Cllr. Millam** reported a spate of shed break-ins in the local area.

**11/59. Date of next meeting of Full Council:** Confirmed as 16th May 2011 at 6.30 p.m. followed by Annual Parish Meeting at 7.30 p.m. The meeting closed at 9.30pm.  
**Signed:**

**Chairman**

**Date:**

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