



Chailey Parish Council

www.chailey.org

Minutes

The Annual Meeting of Chailey Parish Council was held on Tuesday 22nd May 2012 in the Reading Room, Chailey Green, commencing at 8.15 p.m.

Present: Cllrs. P. Atkins, D. Cowan, D. Cranfield, J. Millam, P. Olbrich, R. Trussell, L. Waller.

Public present: None

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

12/60. Election of Chairman of the Council

Councillor Waller requested nominations for the office of Chairman of the Council. The proposal to appoint Cllr. Don Cranfield as Chairman was made by Cllr. Millam and seconded by Cllr. Trussell and there being no further nominations, Councillor Cranfield was duly **ELECTED** as Chairman of Chailey Parish Council for the Council year 2012/13. (Council resolution: 12/213).

12/61. Declaration of acceptance of office of Chairman

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

12/62. Election of Vice Chairman of Council

The Chairman called for nominations for the office of Vice Chairman of the Council, Councillor Ron Trussell was proposed by Cllr. Millam and seconded by Cllr. Atkins. Councillor Mark Evans was proposed by Cllr. Olbrich and seconded by Cllr. Trussell. A vote was taken on each candidate 4 votes in favour of Cllr. Trussell, 3 votes in favour of Cllr. Evans and 1 abstention. Cllr. Ron Trussell was duly therefore **ELECTED** as Vice Chairman of Chailey Parish Council for the Council year 2012/13.

12/63. Declaration of acceptance of office of Vice Chairman

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

12/64. Apologies: Apologies were received from Cllrs. M. Evans, S.Griffin, J-P. Ellis, J.Tillard, and accepted. The Chairman advised that apologies should be made before 5.00pm on the day of the meeting, unless it was a matter of urgency/emergency, when another Councillor should be contacted and advised as necessary.

12/65. 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.

12/66. i) Appointment of Standing Committees and Positions of responsibility

Cllr. Millam expressed a willingness to continue as 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

Initials:

Date:

Waller being proposed and seconded was duly **ELECTED** to the office of Vice Chairman of Planning & Environs Committee.

Positions of Responsibility: Due to the absence of a number of Councillors, it was **agreed** that Cllr. Cranfield would continue as the Member for Finance until the meeting to be held on 19th June when the matter would be further reviewed.

ii) Appointment of Council Representatives of Outside Bodies:

Appointments to Committees/Sub Committees:	No.	Member(s) in Council year 2012/2013
PLANNING & ENVIRONS COMMITTEE (monthly)		
Chairman	1	Cllr. J. Millam
Vice Chairman	1	Cllr. L. Waller
CHAILEY WINDMILL ADVISORY COMMITTEE (ad hoc)		
Chair	1	Mr J. Smith (External)
Other Member	1	Cllr. J. Millam
PERSONNEL ADVISORY COMMITTEE (ad hoc)		
Chair	1	Cllr. L. Waller
Other Members	2	Cllr. P. Olbrich and Cllr. M. Evans

Appointment of Council reps to Outside Bodies:	No.	Member(s) in Council year 2012/2013
Chailey Common LNR MC	2	Cllr. M. Evans Cllr. P. Atkins
Chailey Commons Society	1	Cllr. D. Cranfield
Chailey Sports Club	2	Cllr. J-P. Ellis, Cllr. M.Evans
Chailey Parish Hall	1	Cllr. D. Cowan
Strengthening Local Relationships SLR, ESCC Highways	2	Cllr. J. Tillard Cllr. M. Evans
Sussex Police Liaison/LAT	1	Cllr. R.Trussell
Youth Play Provision	1	Cllr. P.Olbrich
Chailey Youth Group	1	Cllr. P.Olbrich
Lewes District Association	2	Cllr. D.Cranfield, Cllr. R.Trussell
Liaison with Emergency Services	1	Cllr. J Tillard
Grantham Trust	1	Mr M Roberts (External)
Community Payback Footpaths Group	1	Cllr. R.Trussell

Posts of Responsibility:	No.	Member(s) in Council year 2012/2013
Member for Finance	1	Cllr. D Cranfield (to be reviewed)
Allotments Officer	1	Cllr. J Millam
Parish Tree Warden	2	Cllr.J.Tillard Cllr. J.Millam
Village Design Statement Co-ordinator/Neighbourhood Plan	1	Cllr. L. Waller (and sub group)
Website Administrator	1	The Clerk
Other appointments of interest to the Parish Council	No.	Member in Council year 2012/2013
Chailey School (LEA appointed Governor)	1	Cllr. M. Evans
PCC, Friends of St Peter's Church & Free Church, Exec. Committee	1	Cllr. S.Griffin

Initials:

Date:

12/67. Verbal representations from members of the public: None

12/68. To confirm Minutes of meeting held on Tuesday 17th April 2012

The minutes of the meeting held on 17th April 2012 were noted and agreed as a true record. (Council resolution: 12/246).

12/69. Items to be considered as a matter of urgency: None

12/70. Meeting Dates for Council Year 2012/13

A table of meeting dates for 2012/13 was circulated, noted and **agreed**.

12/71. Finance Report to Council

i) Governance and Accountability Action Plan

An outline of the core principles and key responsibilities was circulated to members for noting. The core principles were:

1. Focusing on the purpose of the Authority and outcomes for the community.
2. Members and officers working together with clearly defined functions and roles.
3. Promoting the values of the authority and demonstrating the values of good governance through behaviour.
4. Taking informed and transparent decisions which are subject to effective scrutiny and managing risk.
5. Developing the capacity and capability of Members to be effective and ensuring that officers also have capacity and capability.
6. Engaging with local people and other stakeholders to ensure robust local public accountability.

An action plan had been completed detailing the Parish Council's progress to date and further actions planned for 2012/2013. Progress would be updated to the action plan. The plan would be reviewed later in the year. The Parish Risk Assessment had also been reviewed and updated. The Chairman proposed that the Council's governance statement should be approved and this was agreed by members (Council resolution 12/247).

ii) Annual Return 2011/12

The annual return was circulated to members for consideration, together with a revenue and expenditure comparison for 2010/11 and 2011/12. There had been a slight increase in the precept of £1,500 which had been necessary to meet expenditure and make provision for future repairs of Council buildings. However, during the year proceeds had been received from the sale of a grant of easement at St Marys Church, North Chailey. The total revenue received (excluding the precept) amounted to £78,792, an increase in total revenue of £79,192 from 2010/2011. Expenditure (excluding staff costs) totalled £25,211, an increase of £207.00 from 2010/2011. Discounting the St Mary's proceeds monies, a surplus of £5,461 would be added to reserves for future repairs, as planned. Cllr. Cranfield proposed the approval of the Annual Return and this was unanimously **agreed** (Council resolution 12/248). The Chairman signed the annual return and governance statement on behalf of the Council.

iii) 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. The renewal had been previously agreed as part of a three-year contract to assist financial planning and maintain costs at a certain level.

iv) Receipts and Payments for April

The financial report for April was circulated indicating a balance of £83,976.42 in Barclays Bank Community account and a total of £50,000 on deposit. The first payment of Council Tax precept of £24,000 had not been received in April, as this had been credited to the wrong bank account by Lewes District Council. A BACS payment had subsequently been made and the precept due of £24,000 would be reflected in the financial report for May. The current operating surplus was therefore -£4061.61.

v) Approval of expenditure

The list of payments detailed was approved

Initials:

Date:

12/72. Correspondence for noting and Items for further discussion:

- **Information regarding Councillors Code of Conduct and New Standards Regime-** had been circulated for noting.
- **Consultation on the appointment of external Auditors-** had been received- (response date 29th June).
- **Details of the proposed grazing schedule for Chailey Commons-**was noted.
- **Details of Councillors/Chairman training events-** were circulated.
- **A South of England Show invitation** had been received from Nationalgrid and was passed to the Chairman for response.
- **Correspondence had been received regarding Mill Lane, North Common, the installation of cattle grid and speed ramp; and road maintenance.** Members were of the opinion that a second ramp should not be installed in Mill Lane, before the issues relating to the cattle grid and the first ramp were resolved. Members recalled that the tarmac surface to the Lane had been completed by the developers of St George's, on the understanding that the Parish Council would not be subject to any future liability/obligation for maintenance. It was suggested that residents should check their title deeds to ascertain if there is a right of easement and whether any formal obligation for maintenance of the track is established.

12/73. Risk Implications: None

12/74. Implications to Crime and Disorder Act 1998 Section 17: None.

12/75. Date of next meeting of Full Council: Confirmed as 19th June 2012 at 7.30 p.m.
The meeting closed at 9.50pm.

Signed:

Chairman

Date:

Initials:

Date: