



Chailey Parish Council

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Minutes

A Meeting of Full Council was held on Tuesday 20th November 2012 in the Reading Room, Chailey Green, commencing at 8.12p.m.

Present: Cllr. D. Cranfield (Chairman).
Cllrs. P. Atkins, D. Cowan, J-P Ellis, M. Evans, S.Griffin, J. Millam, P. Olbrich,
J. Tillard, R.Trussell, L.Waller (part).

Public present: None.

In attendance: V. Grainger (Clerk).

12/138. Apologies for absence: None.

12/139. Declarations of interest: None.

12/140. Questions from members of the public: None.

12/141. Items considered as a matter of urgency: None.

12/142. To agree minutes of Full Council Meeting held on Tuesday 16th October 2012: Minute 12/133 was corrected to indicate 9 maps (not 12) and a brick pier (not piers). These amendments having been made, the minutes were **Agreed** and signed as a true record of the Full Council meeting held on 16th October 2012, (Council resolution 12/263).

12/143. Reports from Council Representatives on Village Organisations

ESCC Highways Meeting – Cllr Evans advised that the next meeting was due to be held on 11th December and requested items for discussion at the meeting. The following items were suggested:

- Missing granite setts at Downsview
- Warrs Hill Footpath
- Pedestrian islands at Mill Lane, South Chailey

Chailey Youth Group- Cllr. Olbrich reported that a Kung Fu evening had been held, and a trip to the dry ski slope was being organised. Mr Rider was dealing with the donation of funds to the Youth Group.

Bonfire Event- Councillors agreed that the bonfire event held on 10th November was excellent, despite the challenges of the recent wet weather. It was agreed that the Council's grant had been well spent; and the Bonfire Society should be congratulated for their organisation and hard work. Some concerns were raised about the timings of the road closure; this should be reviewed before the 2013 event.

Parish Hall- Cllr. Cowan advised that the planned improvements to the Parish Hall garden should be completed in the spring of 2013.

12/144. Review of Financial Regulations and Internal Audit Procedures

A revised version of the Council's Financial Regulations had been circulated for consideration. Some sections had been simplified and others added. In section 3.4 (dealing with urgent expenditure), it was suggested that the Chair and Clerk should be able to agree urgent expenditure. It was suggested that Section 3.2: should be amended to state "vire between subheads". There were other minor items of correction. Cllr. Waller proposed that the regulations should be agreed as revised and adopted by the Council. This was seconded by Cllr Evans and unanimously **agreed**.

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Review of Internal Audit- The revised Financial Regulations set out the Council's system of internal control. The Governance and Accountability Practitioners Guide 2010 (Appendix 9: An approach to internal audit testing), had been referred to in the regulations. Currently the Council's internal Auditor undertook an internal check on the items recommended in the Practitioners Guide. It was **agreed** that the internal tests were still valid for the Council and the current internal auditor Mr Brentnall completed the tasks in a robust and professional manner. It was proposed by Cllr. Millam and seconded by Cllr. Waller that Mr Brentnall's appointment should continue to complete the audit checks for 2012/2013. This was unanimously **agreed**.

12/145. Finance Reports to Council

i) Financial Summaries for October:

The financial report for October had been circulated indicating a balance of £76,290.99 in Barclays Bank Community account as at 31st October, with five un-presented cheques totalling £1046.50. The Barclays deposit account balance was £75,000.00. Total expenditure to date was £38,861.

ii) Approval of Expenditure: The list of payments for November was circulated and approved. There was an outstanding payment to the Royal British Legion for the Remembrance Day poppy wreath, which had been presented by the Chairman. It was proposed by Cllr Millam, and seconded by Cllr. Tillard that the Council should make a donation of £30.00 to the Royal British Legion Appeal and send a letter of thanks to Mr Radcliffe who made the necessary arrangements. This was unanimously agreed.

iii) 2013/2014 Budget and Precept

The Clerk advised that the 2013/2014 budget and precept proposals had not be completed as further information relating to budget items and the Council Tax base was still awaited.

12/146. Correspondence for noting and response:

The listing of correspondence received was circulated and noted.

- **River Farm** – a draft deed of easement had been circulated to members. Amendments to the draft deed had been suggested and the amended document awaited for further consideration.
- **Newick Neighbourhood Plan-** Newick Parish Council had enquired whether Chailey Parish Council were considering completing a Neighbourhood Plan. A suitable response was agreed.
- **Grantham Trust-** Mr Roberts had relinquished his role as the Parish Council representative to the Grantham Trust. A replacement had been suggested. The suggested candidate would be approached to ascertain if they would be willing to undertake the role.

Cllr. Waller left the meeting at 9.00pm.

12/147. Items for information and future discussion:

- It was noted that The Kings Head Car Park had still not been cleared of debris and rubbish which had been previously reported.
- It was noted that the report regarding the North Chailey Playing fields had not yet been received. This matter would be an agenda item for discussion on 11th December – subject to the report being received.
- Cllr. Griffin commented that residents were concerned about the collection of prescriptions from the local pharmacy and wondered whether it was possible to support the development of a pharmacy at the Chailey Surgery. It was advised that a delivery and collection arrangement was already in place for collection of prescription items from Chailey Surgery. Further enquiries would be made and Cllr. Griffin would be advised of the details of the service provided.
- There had been a change to the Council's Solicitors as the legal partnership had merged with another. In the meantime the Council's usual solicitor was continuing with the Parish Council's legal matters. A review of the situation would be made when further information about the change was available.
- **Superfast Broadband** - an update on the project had been provided. The Parish Council was now in a position to encourage local residents to "sign up" for superfast

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broadband. Details of how to register would be added to “Chailey News” and the Council’s website.

- **Speed Watch**- PCSO S. Knowles sought volunteers to help with a Speed Watch initiative in Chailey. It was **agreed** that PCSO should be invited to a future Council meeting – possibly January or February 2013.

12/148. **Risk Implications:** None

12/149. **Implications to Crime and Disorder Act 1998 Section 17:** None.

12/150. **Date of next meeting of Full Council: Tuesday 11th December 2012 at 7.30 p.m.**
The meeting closed at 9.30 p.m.

Signed:

Chairman

Date:

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Date: