



Chailey Parish Council

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Minutes

A Meeting of Full Council was held on Tuesday 11th December 2012 in the Reading Room, Chailey Green, commencing at 8.12p.m.

Present: Cllr. D. Cranfield (Chairman).
Cllrs. D. Cowan, J-P Ellis, M. Evans, P. Olbrich,
J. Tillard, R.Trussell.

Public present: One.

In attendance: V. Grainger (Clerk).

12/151. Apologies for absence: Cllrs. P. Atkins, S.Griffin, J. Millam, L.Waller.

12/152. Declarations of interest: None.

12/153. Questions from members of the public: None.

12/154. Items considered as a matter of urgency: None.

12/155. To agree minutes of Full Council Meeting held on Tuesday 20th November 2012: The minutes were **Agreed** and signed as a true record of the Full Council meeting held on 20th November 2012, (Council resolution 12/266).

12/156. Reports from Council Representatives on Village Organisations
Chailey Sports Club –

A condition report commissioned by the Parish Council on the North Chailey Playing Fields, had been circulated to members for consideration. Mr G Stangewood representing Chailey & Newick Colts Football Club attended the meeting to explain the current use of the playing pitch and suggested improvements.

Cllr. Trussell confirmed that he had recently met with Sports Club members. It was explained that in 2008 a report had been completed for the Sports Club, but identified improvements works were not completed. It was confirmed that there were two trustees for the purposes of the Sports Club lease; each Sports Club using the pitches elected members to the Sports Club Committee. The playing fields comprise of a small pitch area and a larger field area. The top soil of the fields is approx. 300 to 400 mm thick, heavy clay and on a sandstone ridge. The Council's condition report suggested methods to improve drainage and grass growth, such as sand setting. Sand setting might not be suitable to all areas of the field. There were also suggested changes to the on-going maintenance schedule.

Mr Strangewood updated Councillors on the activities of the Colts FC and emphasised the need for a "fit for purpose" playing area.

Cllr. Evans considered that the Council's present financial position would enable the additional expenditure for improvement works to be supported. The Council would review its general Parish maintenance contract in February; the contract being due for renewal in March 2013. This presented a difficulty in agreeing the schedule and financial commitment for on-going maintenance, prior to the wider contract being offered for tender. However, Councillors were of the opinion that this should not prevent some of the improvement works being completed in the meantime. The proposal in the report was that the Parish Council contract could be included in the ESCC maintenance contract. This arrangement would necessitate the payment of an administration fee. It was proposed that the Council should agree to set aside £10,669 for the improvement works. This was unanimously **agreed**. It

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was further agreed that a letter should be sent to Chailey Sports Club advising of the decision and the conditions applying to the expenditure. Under the terms of the Sports Club lease the Parish Council had no formal obligation for on-going maintenance of the playing fields. The Clerk advised that she would seek further quotations for the work required for comparison to the ESCC contractor quotation.

East Sussex Highways SLR Meeting –

The Parish Council had met with East Sussex County Council Highways Officers in the morning of 11th December. Lesley Young Head of Chailey School, had also attended the meeting to discuss possible ways to make crossing the road along A272 and A275 at Mill Lane safer. A suggestion that school coaches should be better identified, perhaps by using hazard warning lights, was one of the measures considered. Highways officers were asked to cost pedestrian refuges at Mill Lane, South Chailey. It had been previously proposed that s106 funds would be available for this improvement, but it was likely that the funds would be required for the proposed Warrs Hill Lane footpath. Other matters discussed included the sign at The Kings Head, displaced granite setts at Downsvew, pot holes at Mill Lane lay-by and the re-siting of grit bin at Warrs Hill.

12/157. To Agree Parish Council Reserve Policy

A draft reserves policy document had been circulated to Councillors for comment and agreement. The policy set out the types of reserves held and how the Council would determine and review the level of general fund reserves. The report outlined the legislative framework, which required the Council to have reasonable working capital and to identify reserves specifically earmarked for particular purposes. The policy document also indicated that the Council would be required to identify:

- the reason and purpose of the reserve
- how and when the reserve could be used
- procedures for the reserves management and control
- the process and timescales for review of the reserve to ensure continuing relevance and adequacy.

Cllr. R. Trussell proposed that the Policy should be agreed as presented and adopted as a Council Policy document. This was seconded by Cllr. P. Olbrich. It was unanimously **agreed** to adopt the Financial Reserves Policy.

12/158. Finance Reports to Council

i) Financial Summaries for November:

The financial report for November had been circulated indicating a balance of £72,912.00 in Barclays Bank community account as at 30th November, with four un-presented cheques totalling £582.10. The Barclays deposit account balance was £75,000.00. Total expenditure to date was £42,765.

ii) Approval of Expenditure: The list of payments for December was circulated and approved.

iii) 2013/2014 Budget and Precept

A draft 2013/2014 budget and precept report had been circulated. The proposed budget for 2013/2014 was £54,780.00. The current precept was £48,000 and there was a predicted deficit for 2012/2013 which would be met from general reserves. The deficit was due to additional maintenance and grants expenditure. It was proposed that the precept should remain at the present figure of £48,000.00 for 2013/2014, as the Council had sufficient general reserves to meet the proposed expenditure. It was agreed that the proposed budget would be updated, reviewed and finally agreed in January.

iv) Additional Expenditure: It was noted that future provision should be made for repairs and maintenance to the Council assets, such as repairs to the Reading Room and Pump House.

12/159. Correspondence for noting and response:

The listing of correspondence received was circulated and noted.

- **Chailey Sports Club-** a letter had been received from the Sports Club trustee to request a grant for professional fees required to progress the re-build of the Sports Pavilion. The Council had ear-marked a total sum of £30,000.00 as a contribution

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towards the rebuild and the request was that £5,800.00 (plus VAT) should be granted to enable the building regulations application and tendering process to be completed. Councillors had concerns that the grant could be provided with no guarantee that rebuilding work would subsequently progress. It was proposed that the grant should be agreed subject to further details of the funding arrangements:

- The total funding amount required for the rebuild of the Sports Pavilion
- Details of the grant applications made to date (the number, funding provider and amount/s requested).
- Details of any successful bids including the funding amounts agreed; and the funding provider's comments.
- Details of any unsuccessful bids and the funding provider's comments.
- Details of any outstanding bids.

The grant funds would be released in agreed instalments, once the grant application/s information outlined was received.

It was resolved that the grant of £5,800 (plus VAT payable) was approved (subject to the grant applications information as outlined, being received): 6 votes in favour: 1 vote against.

12/160. Items for information and future discussion:

- It was suggested that the Council should have a general discussion concerning Planning matters and the Council's process for responding to Planning applications.
- It was noted that the community meeting regarding the identification of a proposed housing development site at Oxbottom Lane had been changed to 9th January at the Parish Hall (not Reading Room).
- Cllr Cranfield advised that the presentation of the Queen's Jubilee ornamental map to local schools was still to be arranged.

12/161. Risk Implications: None

12/162. Implications to Crime and Disorder Act 1998 Section 17: None.

12/163. Date of next meeting of Full Council: Tuesday 22nd January 2013 at 7.30 p.m.
The meeting closed at 10.00 p.m.

Signed:

Chairman

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