



**Chailey Parish Council**  
**www.chailey.org**

**Minutes**

**A virtual meeting of the of the Full Council was held on Tuesday 21<sup>st</sup> July 2020.**

**Present:** Chair: Cllr. K. Jordan  
Cllrs. S. Avery, N. Belcher, E. Berry, M. Cornwall, M. Evans, M Lethem,  
J Millam, P Olbrich, R. Penfold.

*The Chairman at the start of all virtual Full Council & Planning meetings will ask Council members to declare if there is anyone present in their homes who can see and/or hear the meeting in progress. It is the Councillors' responsibility to make this information available to the Chairman and the Clerk.*

**Public present:** Jack Cranfield

**In attendance:** Mrs B Newell (Clerk).

**20/123.Apologies for absence:** Cllr J Tregenza

**20/124.Declarations of interest:** None

**20/125.Questions/comments from members of the public:** None.

**20/126.Items considered as a matter of urgency:** The Clerk reported that she has now received a quote from Barcombe Landscapes to cut back the bracken at the Sports Club (as discussed in the Full Council meeting held 16<sup>th</sup> June under item 20/108). Barcombe Landscapes have quoted £250.00 + VAT. The Council accepted the quote. Proposed by Cllr Cornwall and seconded by Cllr Olbrich. All in favour. Clerk to liaise with the Sports Club and Barcombe Landscapes re dates for cutting back.

**20/127.To take note of the independent Examiner's report on the Neighbourhood Plan.** Jack Cranfield, Chair of the Neighbourhood Planning Committee joined the meeting for this item.

Cllr Jordan made a re-cap on the most recent stages of progress on the NHP leading up to the present situation. The independent Examiner has now completed his report; his job was to assess the draft plan to see if it was fit to be submitted by the District Council to the final stages of the process, that being the village referendum. The Examiner has made a significant amount of modifications to the plan to take forward to the referendum and Cllr Jordan reminded the Council that they are not able to make any changes to these recommendations.

The next stage of the development is that the District Council and members of the Steering Group will work together to ensure that all the wording is changed and that we have picked up the Examiner's requirements. It will then go to referendum next

year. Cllr Jordan asked the Council to note the changes that the Examiner had made and reiterated that we are not a position to change any of those regulations. Their only role now, in conjunction with the District Council, was to revise the draft Plan to incorporate all the changes required by the Independent Examiner. The Council is not in a position to change or ignore any of the Examiner's decisions. The necessary amendments would be drafted by the District Council's Neighbourhood Planning Officer, assisted by Parish Councillors and members of the Steering Group.

It was agreed that meetings should be held sooner rather than later so that LDC and the Parish Council are equipped to go should the referendum be brought forward.

To summarise it was agreed that the Examiners modifications are noted. The Steering Group and District Council to produce a version which will be put to villagers in the referendum. Proposed by Cllr Evans, seconded by Cllr Avery. All in favour.

At this point in the meeting, Jack Cranfield left, not before Cllr Jordan thanked him.

**20/128.To agree the Minutes of the Full Council meeting held on the 16<sup>th</sup> June 2020:**

The minutes were agreed as being accurate, proposed by Cllr Berry and seconded by Cllr Cornwall. All in favour. A hard copy will be signed off at the next face to face meeting.

**20/129.To agree the Minutes of the Scheme of Delegation meeting held on Friday 19<sup>th</sup> June 2020.**

Proposed by Cllr Olbrich and seconded by Cllr Jordan. Those not present at the meeting abstained.

**20/130.To receive and if thought fit approve the financial reports for June 2020.** There are two unrepresented cheques for this month. Total payments were £7,162.20 Total receipts received for the month were £10,755. (£10,000 of this is grant money received from LDC under the Retail Hospitality and Leisure Business Scheme). The Clerk also informed the Council that we will be receiving in grant money, £1,000 from Sussex Police to be used for security at the Sports Club. Finances for June accepted and proposed by Cllr Lethem and seconded by Cllr Belcher. All in favour.

**20/131.To consider the report of the Internal Auditor for 2019/20.**

The Clerk reported that the Internal Auditor made his inspection on the 13<sup>th</sup> July. In summary, the Internal Auditor confirmed that his checks had shown that matters are being dealt with in a professional way by the Clerk. He noted that the Council are now using the RBS accounting software which has bedded in well. There were a couple of matters which needed the attention of the Council, and that is the Risk Management Assessment document and the Asset Register needs updating. The Internal Auditor recommended that the Council allow time for the Clerk to deal with these matters. The Clerk hopes to begin work on these two items in the Autumn.

The internal audit report was accepted by the Council. Proposed by Cllr Berry and seconded by Cllr Evans. All in favour.

**20/132.To review and if thought fit agree the Annual Governance statement for 2019/20.**

The Clerk referred Councillors to the statement circulated with the agenda. The completed statement will form part of the Council's Annual Governance and Accountability Return. Cllr Berry proposed and Cllr Olbrich seconded a motion that the annual governance statement should be approved and sent to the external auditors.

**20/133.To review and if thought fit approve the Council's receipts and payments account for 2019/20.**

The Clerk referred Councillors to the draft receipts and payments account for the year ended 31<sup>st</sup> March 2020. To note, figures have been produced on the RBS accounts package, and as 2019/20 is the first year of the software's use, there is no data logged from the previous financial year to compare with. The Council were therefore advised that should they wish to compare with the previous year, they would need to refer to the paper copies produced by the previous Clerk.

Cllr Evans proposed, and Cllr Penfold seconded a motion that the accounting statements be approved. All in favour.

**20/134To review and if thought fit approve the accounting statements for 2019/20**

The Clerk referred to the accounting statements which would form part of the Council's Annual Governance and Accountability Return.

The Clerk pointed out that the difference in box 6 (All Other Payments) is because at the end of March 2019, the Council had spent £58k on the Sports club refurbishment compared to 6k at the end of March 2020. This is a decrease of -89%, therefore giving rise to the difference in figures of 99k and 39k.

Cllr Berry proposed and Cllr Belcher seconded a motion that the accounting statements be approved. All in favour.

**20/135.To review the levels of the Council's earmarked reserves and to agree any transfers thought appropriate.**

the Clerk explained the reasons for the earmarked reserve which mostly mirrored the previous Clerk's suggestions. Total reserves at the 1<sup>st</sup> April stood at £124,753. Suggested total amount to go back in earmarked reserves are £93,441, leaving £31,312 in the general reserve.

There was some discussion regarding whether the use of the Community Infrastructure Levy (CIL) earmarked receipts could be used for a playground in the village. Presently, CIL receipts have been earmarked for the crossing at Mill Lane. CIL money received must be spent on the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demand that developments place in the area. Therefore, both the crossing and the playground would be a suitable use of CIL monies. CIL money must also be spent within 5 years of receiving or at least have a project in mind as to what it will be used for. The first receipt of CIL money received by the Council was in January 2017.

The next Highway SLR meeting is in September, from this meeting, it is hoped that a clearer idea of costs will emerge for the crossing.

Cllr Evans advised that work will be started on the Windmill at the end of July. This will cost in the region of 5k. No decisions have been made as to whether the Windmill will be painted this year or not. The Covid pandemic may delay this task for another year. Therefore, part of the earmarked reserves for the Windmill could be made available for funding some of the playground. Before deciding this, it will be necessary to ascertain the costs of painting the windmill.

It was suggested to bring back the use of CIL monies to the October Full Council meeting.

It was agreed to accept the Clerk's proposed levels of transfers to earmarked reserves and to re-discuss in October. Proposed by Cllr Lethem and seconded by Cllr Olbrich.

**20/136.To review the Clerk's current working hours.** The Clerk reported that for the past few months she has been working over her substantive hours, - this is mostly due to the impact of the Coronavirus and to the job itself being busy. It was agreed that when necessary the Clerk could work overtime (up to 5 hours a week if needed). This will be reviewed at the Personal Advisory Committee meetings. Proposed by Cllr Berry and seconded by Cllr Belcher. All in favour.

**20/137. To consider and if thought fit approve applications received for small grants.**  
The Clerk referred to the schedule and supporting documents circulated to Councillors with the agenda. This year 10 organisations had applied (unfortunately, one was unable to provide the required documentation as stipulated in the Small Grants Policy and had to be declined on those grounds). Total amount of bids came to £3,930, and it was confirmed by the Clerk that funds are available. It was proposed to accept this year's bids by Cllr Olbrich and seconded by Cllr Cornwall. All in favour. Clerk to notify the organisations.

To note – Clerk will notify the Monday Group (one of the organisations who applied) that the Council expect their grant to be spent on projects within the Parish boundaries.

**20/138.To consider financial support for Chailey School regarding the effects of the Coronavirus on student learning.**  
Cllr Evans confirmed that the School intends to open in September. They will be teaching on site although there will be some work which will be done within students' homes on computers. Most students have access to computers, however there are a few that do not. The School are able to access a number of reconditioned computers at a cost of £285.00 each which they will provide for study. Cllr Evans asked the Council whether they would make available some of the money received from Lewes District Council (under the Retail Hospitality and Leisure Business Scheme) to the School to buy this equipment. The Council considered this a worthy cause and agreed that they would provide money to purchase 10 computers at a total cost of £2850.00. Proposed by Cllr Belcher, seconded by Cllr Avery. All in favour. Clerk to contact the School.

To note, Cllr Penfold suggested that with the remaining funds, the Council could run a programme like that of the Small Grants, so that other organisations in the village could apply for help.

**20/139 To consider a quote for replacing two panes of glass to the bus shelter on the A272 adjacent to entrance/exit of Lower Station Road.**  
The Clerk informed the Council that the bus shelter has been without full glazing for more than a year. She has now received a quote from GW Shelter Solutions for £266.90. The Council accepted the quote. Proposed by Cllr Berry and seconded by Cllr Cornwall. All in favour.

**20/140 To consider allowing weekly outdoor fitness training on Roeheath playing fields.**  
The Clerk has been approached by a local fitness instructor asking if she could hold outdoor exercise classes on Roeheath. The Clerk has spoken with the Council's Insurance company who have advised that the only insurance consideration is the

responsibility of the Council as owners of the land. We would need to do an updated risk assessment. The fitness instructor has already considered the risk and has insurance for her classes. The Council had no objection to an area of this land being used subject to an updated Council risk assessment. Proposed by Cllr Belcher, seconded by Cllr Olbrich. All in favour. Cllr Olbrich and Clerk to arrange RA.

**20/141 To consider a request to sell a small area of Parish Council land on Cinder Hill to a resident.**

Deferred to Planning meeting, 11<sup>th</sup> August 2020.

**20/142.To note and consider any implications arising from the Council's duty under section 17(1) of the Crime and Disorder Act 1998. None**

**20/143.Confidential information: None.**

**20/144.Next Full Council meeting: Tuesday 15<sup>th</sup> September 2020 at 7.30pm at the Reading Room, Chailey Green, subject to developments of the Coronavirus.**

**Signed:  
Chair**

**Date:**