



Chailey Parish Council
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Minutes

A Meeting of Full Council was held on Tuesday 19th November 2013 in the Reading Room, Chailey Green, commencing at 7.50 p.m.

Present: Cllr. D. Cranfield (Chairman).
Cllrs. P. Atkins, D. Cowan, J-P Ellis, M. Evans, S.Griffin, J.Tillard.

Public present: None.

In attendance: V. Grainger (Clerk).

13/142. Apologies: Apologies were received from Cllrs. J. Millam, P. Olbrich and were accepted.

13/143. Declarations of Interest: None.

13/144. Questions/ Comments from members of the public: None.

13/145. Items considered as a matter of urgency: There were no matters of urgency to consider.

13/146. To agree minutes of Full Council Meeting held on Tuesday 15th October 2013:
The minutes were **Agreed** and signed as a true record of the Full Council meeting held on 15th October 2013 (Council resolution 13/296).

13/147. Reports from Council Representatives on Village Organisations:

- i) **Review of Councillors Roles & Responsibilities as representatives on outside bodies.** – Cllr. Cowan had produced an information sheet relating to the role and responsibilities as the Council's representative for the Parish Hall Committee. The Parish Hall was a registered charity and other committee members were trustees. The Hall was an important community asset and the involvement was important to support village activities. It was **agreed** that it would be useful if a similar information sheet could be completed for each of the Council's representative roles on other committees. It was noted that Membership of the Chailey Commons LNR committee had been formally agreed, (due to the management and ownership of the commons), with two representatives from the Parish Council being set out in the constitution. Council representation on other committees was of a more informal nature. It was **agreed** that Councillors would provide an update for their particular areas of responsibility for the January Council meeting.
- ii) **Chailey Sports Club grounds maintenance** - The grounds improvement works had been completed subject to fertiliser top dressing which should be completed in the spring. The Clerk agreed to contact Barcombe Landscapes to ensure that all works were completed by spring 2014. The routine maintenance work would continue in 2014/2015. However, there were no additional funds set aside for other grounds work. It was **agreed** that a letter would be sent to the Sports Club to advise the position.
- iii) **Chailey Sports Pavilion** – a resubmission of the planning application to demolish the existing pavilion and replace it with a new building had been

Initials:

Date:

the building would eventually become unusable. Councillors were keen to receive regular reports of progress; and if possible to arrange a separate joint funding meeting. It was also suggested that the Sports Club should be asked to provide the Council with a list of meeting dates to ensure that a representative always attends the regular committee meetings.

- iv) **ESCC SLR Meeting** – Cllr. Evans requested agenda items for the forthcoming ESCC SLR meeting to be held on 10th December.

13/148. Confirmation of Procedure to fill Parish Councillor Vacancies:

Following Cllr. Trussell's resignation it was confirmed that there were now two Councillor vacancies. The vacancies would be advertised from 19th November which should allow new Councillors to be co-opted at the Council's meeting on 17th December 2013, subject to there being no demand to fill the vacancies by election.

13/149. Financial Reports to Council

i) Financial Summaries for October:

The financial reports for October had been circulated indicating a ledger balance at the end of October of £50,800.11 in Barclays Bank community account. There was one un-presented cheque of £300.00. The Barclays deposit account balance was £100,233.21. Total expenditure to date was £53,189.48 and the current operating surplus was £18,991.

ii) **Approval of expenditure:** The list of payments for November was noted and approved. The list included expenditure for the Remembrance Day poppy wreath and it was **agreed** that a s137 donation of £30.00 would be made to the Royal British Legion poppy Appeal. The wreath had been presented by Cllr. Cranfield on behalf of Chailey Parish Council.

iii) **Draft 2014/2015 budget and precept setting-** An update of the 2013/14 budget was presented. There was difficulty in setting the 2014/15 budget and precept because of changes to the Council Tax base and the uncertainty of the amount of Government grant which would be passed onto Parish Councils. The Council had retained the precept at the same level for three years and it was unlikely that this could be continued for a further year. The timing of the precept setting arrangements had not yet been confirmed by Lewes District Council but it was likely that the Council would need to finally approve the budget in January 2014. Further reports would be provided as work on the budget progressed.

13/150. Review of refurbishment of Parish Assets:

- i) **Pump House:** The quotation for works to the Pump House had been received. RM Wickham & Son had recently completed work on the Reading Room and this quotation was for the additional work to the Pump House. Cllr. Tillard proposed that the quotation be accepted and the expenditure of £1,110.00 **agreed**, this was seconded by Cllr. Ellis and unanimously **agreed**.
- ii) **Basket Ball net at Roeheath-** The Clerk confirmed that further information was still awaited and the matter could be considered at the next meeting.

13/151. Chailey Neighbourhood Plan

Cllr. Cranfield explained that Chailey Parish Council had previously considered completing a Neighbourhood Plan but had agreed to wait until the "front runner" plans had been approved. Chailey had also recently been subject to a planning application for development which had been met with strong local opposition. Chailey was not an AONB; it was not in the South Downs National Park and apart from a small part was not within the Ashdown Forest restricted development zone. Chailey did have Chailey Common (a SSSI) and a conservation area. Cllr. Cranfield had recently attended a briefing about Neighbourhood Plans and had reviewed the Neighbourhood Plan for Slaugham Parish Council, which was similar dispersed settlement to Chailey. A Neighbourhood Plan could only be completed with local support and involvement and it was **agreed** that the first step would be to gauge interest through Chailey News and the Council's annual parish meeting.

previously produced, could be developed instead of a Neighbourhood Plan. It was explained that a Neighbourhood Plan once adopted became part of planning policy to be taken into account when considering planning applications. It was **agreed** that the current Village Action Plan would be circulated and a state of the Parish report would be considered at the next meeting, as a starting point.

13/152. Review of Allotment Charges for 2014/2015

A report comparing Chailey Parish allotment charges to other Town and Parish charges had been circulated. There seemed to be no consistency or set formula in assessing charges. Of the eight other areas reviewed, Chailey was the second cheapest charge at £4.00 per rod; the cheapest being £3.20 a rod and the most expensive £9.25 per rod. One Town Council charged an additional £3.50 for per annum per tenant for administration and insurance. It was **agreed** that charges would remain unchanged for 2014/2015 at £4.00 per rod. It was also **agreed** that a clause would be added to the tenancy agreement to make clear when rent reviews would be carried out and notification provided to tenants. The amended agreement would be referred to Council for agreement prior to March 2014.

13/153. Items for Information and future Discussion:

- i) **LDC Housing Needs Survey:** It was confirmed that LDC would shortly be circulating a Housing Needs survey for comment. LDC Cllr. Davy had suggested that Parish Councils could have an input to the content of the survey. Councillors agreed that LDC would be contacted for a copy of the draft questionnaire which could be reviewed for further comment.
- ii) **Chailey Bonfire Society** Cllrs. congratulated the Bonfire Society on providing a well-run and enjoyable bonfire event.
- iii) **Vehicle lay- by A275 Haywards Heath Road, North Chailey** (opposite St Mary's site). Cllr. Millam had advised that there was a large dip at the centre of the lay-by; and this needed to be filled with packed hard core to create a level firm surface. The cost of in-fill would be £200.00. The expenditure was **agreed** and it was also agreed Cllr. Millam would be requested to proceed with the work.

13/154. Correspondence for Noting and Response:

1. Grant requests had been received from Newick Health Practice for the provision of a defibrillator; and Lewes CAB for help with administration costs. It was agreed that a grant application form would be sent to each organisation for consideration with all other grant applications in July 2014.
2. A letter had been received regarding the introduction of a dispensary at South Chailey Surgery, this was noted and Cllrs. were in favour of the idea.
3. A listing of other recent correspondence was circulated and also noted.

13/155. Risk Implications: None

13/156. Implications to Crime and Disorder Act 1998 Section 17: A van break-in had been reported.

13/157. Confidential Information – Exempt items

Cllr. Cranfield proposed: That in view of the confidential nature of the business about to be transacted it was advisable in the public interest that the press and public should be temporarily excluded and instructed to withdraw. This proposal was seconded by Cllr. Griffin and unanimously **agreed**. The Meeting was closed at 10.05 pm to complete discussion of exempt items. The Meeting was re-opened to confirm:

13/158. Date of next meeting of Full Council: Tuesday 17th December 2013 at 7.30 p.m. The Meeting was closed at 10.20 p.m.

Signed:

Chairman

Date:

Initials:

Date: