



Chailey Parish Council
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Minutes

The Annual Meeting of Chailey Parish Council was held on Tuesday 27th May 2014 in the Reading Room, Chailey Green, commencing at 7.40 p.m.

Present: Cllr. D. Cranfield (Chairman).
Cllrs. P. Atkins, S Avery, D. Cowan, M. Evans, S.Griffin,
K. Matthews, P. Olbrich, J.Tillard.

Public present: None.

In attendance: V. Grainger (Clerk).

14/61. Election of Chairman of the Council

Councillor Cranfield requested nominations for the office of Chairman of the Council. The proposal to appoint Cllr. Don Cranfield as Chairman was made by Cllr. Tillard and seconded by Cllr. Olbrich and there being no further nominations, Councillor Cranfield was duly **ELECTED** as Chairman of Chailey Parish Council for the Council year 2014/15. (Council resolution: 14/311).

14/62. 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 countersigned the declaration. Councillor Cranfield assumed his position as Chairman for the rest of the meeting.
Councillors expressed their gratitude to Cllr. Cranfield for accepting the office of Chairman for a further year. Cllr. Cranfield advised that this would be his third term of office as Chairman and a new Chair should be elected for 2015/2016.

14/63. Election of Vice Chairman of Council

The Chairman called for nominations for the office of Vice Chairman of the Council, the appointment of Councillor Mark Evans was proposed by Cllr. Olbrich and seconded by Cllr. Cowan, and there being no further nominations Councillor Evans was duly **ELECTED** as Vice Chairman of Chailey Parish Council for the Council year 2014/15. (Council resolution 14/312)

14/64. Declaration of acceptance of office of Vice Chairman

Councillor Evans read the declaration of office and signed the declaration in the presence of the Proper Officer who countersigned the declaration.

14/65. Apologies: Apologies were received from Cllrs. J-P Ellis and J Millam and accepted.

14/66. 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.

14/67. i) Appointment of Standing Committees and Positions of responsibility

Planning & Environs Committee: Although not present Cllr. Millam had expressed a willingness to continue as Chairman of Planning & Environs Committee. The appointment of Cllr. John Millam as Chair of Planning & Environs Committee was therefore proposed and seconded and there being no further nominations,

was duly **ELECTED** as Chairman of Planning & Environs Committee. Cllr. Peter Olbrich expressed a willingness to continue as Vice Chairman of Planning & Environs Committee; and was therefore ELECTED as Vice Chairman of Planning & Environs Committee.

Positions of Responsibility:

ii) Appointment of Council Representatives of Outside Bodies:

| Appointments to Committees/Sub Committees: | No. | Member(s) in Council year 2014/2015 |
|---|------------|--|
| PLANNING & ENVIRONS COMMITTEE (monthly) | | |
| Chairman | 1 | Cllr. J. Millam |
| Vice Chairman | 1 | Cllr. P. Olbrich |
| CHAILEY WINDMILL ADVISORY COMMITTEE (ad hoc) | | |
| Chair | 1 | Mr J. Smith (External) |
| Other Member | 1 | Cllr. S. Avery |
| PERSONNEL ADVISORY COMMITTEE (ad hoc) | | |
| Chair | 1 | Cllr. S Griffin |
| Other Members | 2 | Cllr. P. Olbrich and Cllr. K. Matthews |

| Appointment of Council reps to Outside Bodies: | No. | Member(s) in Council year 2014/2015 |
|---|------------|--|
| Chailey Common LNR MC | 2 | Cllr. M. Evans Cllr. S. Avery |
| Chailey Commons Society | 1 | Cllr. P. Atkins |
| Chailey Sports Club | 2 | Cllr. J-P. Ellis, Cllr. P. Atkins |
| Chailey Parish Hall | 1 | Cllr. D. Cowan |
| Strengthening Local Relationships SLR, ESCC Highways | 2 | Cllr. M. Evans Cllr. S. Griffin + Cllr J. Tillard (shared role) |
| Provision for Young People | 2 | Cllr. P. Olbrich & Cllr. K. Matthews |
| Lewes District Association | 1 | Cllr. D. Cranfield |
| Liaison with Emergency Services | 1 | Cllr. J Tillard |
| Grantham Trust | 1 | To be advised |
| Chailey Bonfire Society | 1 | Cllr. P. Atkins |

| Posts of Responsibility: | No. | Member(s) in Council year 2014/2015 |
|--|------------|---|
| Member for Finance | 1 | Cllr. S. Avery |
| Allotments Officers | 2 | Cllr. K. Matthews & Cllr. S Griffin |
| Parish Tree Warden | 2 | Cllr. J. Tillard, Cllr. J. Millam |
| Neighbourhood Plan | 4 | Cllrs. D. Cranfield, M. Evans, S. Griffin, K. Matthews. |
| Website Administrator | 1 | The Clerk |
| Other appointments of interest to the Parish Council | No. | Member in Council year 2014/2015 |
| Chailey School (LEA appointed Governor) | 2 | Cllr. M. Evans. |
| PCC, Friends of St Peter's Church & Free Church, Exec. Committee | 1 | Cllr. M. Evans |

14/68. **Questions/ Comments from members of the public:** None.

Initials:

Date:

- 14/69. **To agree minutes of Full Council Meeting held on Tuesday 15th April 2014:** The minutes were **Agreed** and signed as a true record of the Full Council meeting held on 15th April 2014. (Council resolution 14/313).
- 14/70. **Items considered as a matter of urgency:** It was agreed that a grant to St Peter's Church would be discussed under items of correspondence to be considered.
- 14/71. **Meeting Dates for Council Year 2014/15**
A table of meeting dates for 2014/15 was circulated, noted and **agreed**.
- 14/72. **Finance Reports to Council.**
i) Financial Summaries for April:
The financial report for April had been circulated indicating a ledger balance of £49,392.95 in Barclays Bank community account as at 30th April, with six un-presented cheques amounting to £2,965.94. The Barclays deposit account balance was unchanged. Total expenditure to date was £8,841.00 and the current operating surplus was £16,687.
ii) Annual Return 2013/2014: The Annual Return and supporting documents had been circulated. After adjustments for VAT there was a budget shortfall of £118.00 at the year end. This was due to an increase in expenditure on Parish assets caused by unforeseen repairs not budgeted for; income included an insurance claim amount of £3,438.00 for expenditure in 2014/2015.
Cllr. Cranfield proposed the approval of the Annual Return and this was unanimously **agreed** (Council resolution 14/314). The Chairman signed the annual return and governance statement on behalf of the Council.
iii) Approval of expenditure: The list of payments for May was circulated and approved.
- 14/73. **To review feedback received from Annual Parish Meeting:**
Cllr. Cranfield presented a verbal report of his analysis of the information gathered at the Annual Parish Meeting. The Council had aimed to identify residents' support for the development of a Neighbourhood Plan. It was considered that the responses were not representative of the whole village; a larger sample was needed. It was concluded that the Council and residents' needed further information of the practical steps required and the likely cost of producing a Neighbourhood Plan. It was agreed that an article would be placed in Chailey News encouraging residents to complete a questionnaire; and that Lewes District Council Officers would be invited to attend a meeting to explain the steps for a Neighbourhood Plan and the funds available.
- 14/74. **Items for Information and Future Discussion:**
The following items were identified for future Council agenda items;
- River Farm- resolution of land encroachment and use of access track.
 - LDC to be invited to attend regarding Neighbourhood Plans.
 - New Financial Regulations for Parish Councils.
 - Inspections of play area.
- 14/75. **Correspondence for Noting and Response:**
- Mr J Smith had advised the Council that he would be writing to ESCC Countryside management team regarding the Chailey Commons LNR committee. It was agreed that there were no objections to Mr Smith's letter being sent.
 - Cllr. Olbrich advised that the footpath had now been completed to the Pump House bus stop, but this still required inspection by ESCC Highways for approval of use.
 - Cllr. Olbrich provided a photograph of the Rowheath basketball area- which was to be featured in local newspapers.
 - A resident had provided a list of items for consideration following the Annual Parish Meeting; including a graffiti wall project. Currently the Council were of the view that a graffiti wall was unsuitable in a rural area such as Chailey.

and bookings for the hall had increased. The Parish Hall Committee was also considering the provision of website and wished to encourage young people of the Village to assist with this. Cllr. Olbrich confirmed he would ask members of the Youth Group if they would be interested in helping with this.

- It was confirmed that St Peter's Church had written to local residents seeking donations for the improvement of facilities at the Church. It was agreed that St Peter's Church request for a grant should be considered in July with other grant applications.

14/76. Risk Implications including Crime and Disorder Act 1998 Section 17: None

14/77. Date of next meeting of Full Council: The date of the next meeting was confirmed as Tuesday 17th June 2014 at 7.30 p.m. The meeting closed at 9.55pm.

Signed:

Chairman

Date:

Initials:

Date: