



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

**Minutes**

**A Meeting of Full Council was held on Tuesday 16<sup>th</sup> September 2014 in the Reading Room, Chailey Green, commencing at 8.00 p.m.**

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

**Public present:** Five.

**In attendance:** V. Grainger (Clerk).

**14/107. Apologies:** Cllrs. K. Matthews, J. Tillard.

**14/108. Declarations of Interest:** None.

**14/109. Questions/ Comments from members of the public:** Rev. J Miller-Maskell and Mr A Meadows attended the meeting to provide supporting information for St Peter's Church grant application. Mr C Fisher attended to discuss the formation of an Allotment Holders Association. Mr M Price and Mr J Burleigh attended the meeting to update the Council on progress of the Chailey Commons LNR agreement.

**14/110. Items considered as a matter of urgency:** None.

**14/111. To agree minutes of Full Council Meeting held on Tuesday 15<sup>th</sup> July 2014.** The minutes were **Agreed** and signed as a true record of the Full Council meeting held on 15<sup>th</sup> July 2014.

**14/112. Reports from Council Representatives on Village Organisations:**

- **Allotment Holders Association** – Mr C Fisher outlined to the Council on his proposal to form an allotment holders association. There had been a number of issues raised concerning the allotments and Mr Fisher had discussed these with Cllr. Cowan. It was concluded that an allotment holders association would improve communication between the Council and plot holders and identify issues that could be resolved by plot holders themselves. Once formally set up the association could apply for a grant from the Council as appropriate. The benefits of such an association would be sharing the purchase of seeds, fertiliser and compost. Helping neighbours with cultivation of plots and sharing knowledge and arranging meetings with experts were other benefits identified. Mr Fisher mentioned that there were some neglected plots and queried the date of renewals of rents. It was explained that two plots had been recently relinquished and re- let. The renewal dates for allotment rents coincided with the financial year and the current tenancy agreement was based upon the recommended model and compliant with the Allotment Acts 1922 & 1925. Mention was also made about problems with the gate lock, drainage and water supply.  
Mr Fisher agreed to attend future Council meetings as the representative of the allotment holders.

- **Chailey Youth Group:** Cllr. Olbrich reported that he had supported the Youth Groups external grant application. Cllr. Olbrich also advised that he had removed the discarded motor tyres from the basketball play area and deposited them at the local Council waste site.

**14/113. Review of Progress of Chailey Common LNR Agreement**

Mr Price and Mr Burleigh represented the Chailey Common Freeholders and advised that they had attended a meeting with ESCC Officers Mr S Fathers and Mr N Skelton to discuss the revised LNR Agreement. It was confirmed that the Natural England High Stewardship Level funding had been ring-fenced for the purpose of managing Chailey Common. This would be managed through the ESCC Management structure, the County Council holding the funding and managing the process. Lewes District Council had been asked to respond regarding the Scheme of Regulations but as yet there had been no clear response either to the Chailey Common Freeholders or the Parish Council. The ESCC financial report regarding the matter had not been disclosed. The Commons Freeholders had concluded that there was still a need for a management committee with a list of responsibilities.

After further discussion Councillors agreed that ESCC representatives should be invited to a future Council meeting to further progress the matter.

**14/114. Appraisal of Small Grants applications:**

For the benefit of the representatives presented the Chairman agreed that the financial reports as the next agenda item would be deferred and the appraisal of grant applications considered as the next agenda item.

**St Peters Church Grant Application:** The Council had previously agreed a grant of £1,000 to St Peters from its small grant applications budget; and had further agreed to consider awarding an additional sum on receipt of detailed information regarding the building costs. The Clerk was requested to clarify the financial position should a further grant of £9,000 be awarded. It was confirmed that the Council had set a budget of £5,000 for grants for 2014/2015 of which £175.00 was remaining. The Council was legally limited to the amount of money it may grant under s137 of Local Government Act 1972; its total limit for 2014/2015 was just over £16,000. It was noted that not all grants made from the £5,000 budget were s137 grants. The Council had a total precept budget for 2014/2015 of £48,350. The Council did have reserves most of which had been earmarked for future expenditure. The operating surplus as at the end of August was £2,421 and consequently future expenditure for the remainder of the year would be primarily funded from reserves. Providing a grant to the maximum of the s137 limit would mean that the Council would not be able to make any further s137 expenditure for the remainder of the financial year.

Rev. Miller-Maskell outlined the Church's financial position explained that Churches in general were expected to pay their way, by making a contribution to the diocese. The aim of improvements to the Church would be to provide a welcoming multi-functional community space in the centre of the Village.

Cllr Millam commented that the Council had already provided £10,000 towards improvements at the Parish Hall and queried why the Church could not make better use of a facility already available. Rev. Miller-Maskell explained that the community space at the Church would be used for different functions than those available at the Village Hall and required more space.

Cllr. Millam also raised the issue of the removal of the Church pews which were causing concern to local residents. Rev Miller- Maskell explained that initially only three pews near to the proposed new kitchen area would be removed.

Following further discussions Cllr. Griffin commented that the Church was an important part of Chailey's historical heritage and should be preserved. It was therefore sensible that the Council should support the preservation of the external fabric of the building, rather than the internal improvements. Cllr. Griffin proposed that a grant of £9,000 be made; £1,929.80 to cover the tree protection costs and the balance towards the cost of the works to the Church Porch which had been estimated at £7,518.00. Cllr. Evans

seconded the proposal and it was **unanimously resolved to award a grant of £9,000 to St Peters Church for tree preservation and works to the Church Porch.**

**Friends of Newick Health Centre:**

An application for a grant of £250.00 had been received shortly after the 30<sup>th</sup> June deadline as the Treasurer had been on holiday. The application was for a contribution towards the purchase of 5 defibrillators for the Newick, Chailey and Barcombe area (two units for Chailey). It was unanimously agreed that the council should support the initiative and it was therefore **resolved that a grant of £250** be made to Friends of Newick Health Centre

It was suggested that the garage/ shop at Kings Head North Chailey would be an ideal location due to its frequent use by local residents.

**14/115. Financial Reports to Council**

**i) Financial Summaries for July and August:**

The financial reports for July and August had been circulated indicating a ledger balance at the end of August of £46,223.98 for Barclays Bank community account. There were twelve un-presented cheques totalling £4,482.75 outstanding. The Barclays deposit account balance was £85,567.77. Total expenditure to date was £51,644.37 and the current operating surplus was £2,421.00. The second payment of the Council Tax precept of £24,175.00 had been received from Lewes District Council.

**ii) Approval of expenditure:** The list of payments for August and September was noted and approved.

**iii) Review of Reserves-** A report was provided detailing the Council's year start and year end reserves figures since 2010 to date (31.8.2014). The report also indicated the expenditure which had been funded from ear-marked and general reserves. For the financial year 2014/2015 expenditure from reserves totalled £23,098.43.

**iv) Regular Payments:** A report listing the regular payments made by the Council was reviewed and the payments as listed approved.

**v) Approval of Annual Return 2013/2014:** The Annual Return had been approved by the external Auditors PKF Littlejohn. Councillors noted the Auditor's comments and formally approved the Chailey Parish Council Annual Return as a true record of the Council's financial position for year ended 31<sup>st</sup> March 2014.

**14/116. Amended Model Council Standing Orders**

A draft of the amended Council Standing Orders had been circulated to Councillors for comment.

Cllr. Cranfield queried the process of calling an extraordinary meeting if the Chairman does not or refuses to call such a meeting. It was explained that this might occur if the Chairman was unable to call a meeting and the matter was urgent.

Cllr. Cranfield queried the timing of public notices of meetings. The statutory requirement was clear working days before a meeting. The Council generally gave longer notice primarily to ensure that Councillors had adequate time to receive and review the information provided.

Cllr. Olbrich noted section 24, which related to the restriction of Councillor activities. This stipulated that unless authorised by resolution no Councillor shall inspect any land or premises which the Council has a right or duty to inspect; or issue orders, instructions or directions. Cllr. Olbrich considered that this was useful information and could be referred to should residents request a site visit inviting comment on planning issues.

Cllr. Cranfield proposed that the amended Standing Orders should be adopted by the Parish Council; this was seconded by Cllr. Olbrich and unanimously agreed. **It was therefore resolved that the Council adopt the amended Model Standing Orders.**

**14/117. Review of Chailey Sports Club Lease Agreement:**

Gould and Mr Beard had signed as trustees of the Sports Club and both had now resigned. A review of the main conditions of the lease highlighted that the Sports Club had not been adhering to the lease in terms of keeping good repair of the premises or regular maintenance of the playing area, which was currently being maintained by the Parish Council. There were a number of queries concerning the day to day management of the Sports Pavilion building and its future renovation. Councillors felt that they needed a firm idea of the works required and the estimated costs before progress could be made. It was resolved that Mr Strangwood who had replaced Mr Gould would be invited to attend a Council meeting to provide the required information.

**14/118. Items for Information and Future Discussion:**

- There was a reminder that the meeting with ESCC Highways was to be held the following day.
- The start date of the Windmill re-painting was yet to be confirmed, due to unforeseen delays.
- Quotes for the redecoration of the Reading Room had been requested. The colour schemes would be confirmed at a later date.

**14/119. Outline Specification of Parish Council Website:**

Due to lack of time it was agreed that this item would be deferred for discussion at the next meeting.

**14/120. Correspondence for Noting and Response:**

A list of correspondence was circulated and noted.

Due to lack of time it was agreed that this item would be deferred for further discussion at the next meeting.

**14/121. Risk Implications including Crime and Disorder Act 1998 Section 17: None.**

**14/122. Date of next meeting of Full Council:** The date of the next meeting was confirmed as Tuesday 21<sup>st</sup> October 2014 at 7.30 p.m. The meeting closed at 10.05pm.

**Signed:**

**Chairman**

**Date:**

Initials:

Date: