



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

**Minutes**

**A Meeting of Full Council was held on Tuesday 21<sup>st</sup> January 2014 in the Reading Room, Chailey Green, commencing at 7.35 p.m.**

**Present:** Cllr. D. Cranfield (Chairman).  
Cllrs. P. Atkins, D. Cowan, M. Evans, S.Griffin, J. Millam, P. Olbrich J.Tillard.  
ESCC Cllr. J. Sheppard.

**Public present: Five.**

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

**14/1. Apologies:** Cllr. J-P Ellis.

**14/2. Declarations of Interest:** None.

**14/3. Questions/ Comments from members of the public:**

Mr M Morton-George and Mr I Johnstone of Cinder Hill updated Council members on the progress of the Cinder Hill traffic report and the local residents group petition; aimed at securing highway improvements. The resident's petition had been presented to East Sussex County Council in July 2013; this was followed by a meeting on 16<sup>th</sup> December with Highways Officers and Cllr. Sheppard. Mr I Johnstone explained that the aim was to improve the safety of the Lane by:

- Lowering the speed limit
- Restricting HGV use
- Installing warning signs
- Restricting future Housing Development which would increase traffic flows.

Initially residents were not encouraged by any assurance being provided that the Lane would be included in the speed review of "C" roads in the near future. However, the installation of warning signs at Roheath was a possibility. A survey was to be carried out and the Parish Council consulted on any proposals. The housing development issue was not discussed, as this was the subject of separate consultation which was on-going.

It was confirmed that the Council would respond to any proposed traffic calming measures directly to ESCC, through the normal County/Parish consultation process.

**14/4. Items considered as a matter of urgency:** None.

**14/5. To agree minutes of Full Council Meeting held on Tuesday 17<sup>th</sup> December 2013:**  
The minutes were **Agreed** and signed as a true record of the Full Council meeting held on 17<sup>th</sup> December 2013 (Council resolution 14/302).

**14/6. Reports from Council Representatives on Village Organisations:**

- i) **Chailey Sports Club:** Mr J Gould President of Chailey Sports Club provided an update on behalf of Chailey Sports Club:  
**Sports Ground Improvement Works:** Mr Gould confirmed that the works to improve the playing surface had been completed. This had improved the drainage and encouraged fresh grass growth. Mr Gould thanked the Parish Council for their financial support in completing these works.

criteria for a Football Foundation Grant towards the cost of rebuilding the Sports Pavilion. Application had been made to HMRC for gift aid relief, but the application had been rejected on the basis that HMRC didn't accept the Sports Club was promoting sport; as it was an "umbrella" organisation supporting individual sports clubs. The HMRC acceptance of gift aid relief was instrumental in securing access to other grant opportunities; and also to the granting of Council Tax relief. The Sports Club had therefore decided to enlist the help of Norman Baker MP to make representations to HMRC; and to take a slightly different approach to fund raising i.e. to offer the return of funds if work on the rebuild was not started. Unfortunately, the Sports Club had been obliged to spend several thousand pounds on emergency work on the changing room showers, in order that the changing rooms could be continued to be used. The next Sports Club Committee meeting had been deferred to 17<sup>th</sup> February.

Cllr. Evans queried why a Bat survey of the Pavilion had been necessary. Mr Gould explained that the planning application to rebuild the Pavilion would not be accepted by Lewes District Council, unless the survey was completed.

- ii) **Chailey Parish Hall** – Cllr. Cowan mentioned that the Parish Hall Committee meeting had been held earlier in the day. The minutes of the meeting would follow.
- iii) **Chailey Youth Group** – Cllr. Olbrich mentioned that the youth group now had some 40 members. The Group was still seeking adult volunteers to help with the regular sessions.
- iv) **ESCC Highways SLR Meeting-** Cllr. Evans enquired whether one or two Councillors would be interested in meeting ESCC Officers on site to discuss the pedestrian crossing at Mill Lane, South Chailey. Councillors agreed to advise Cllr. Evans if they were interested in attending.
- v) **Grantham Trust** - Mr Gould confirmed that a new Parish Council representative had not yet been appointed. Mr Gould agreed to advise the Clerk when a suitable appointment had been confirmed.

#### 14/7. **Co-option of Parish Councillors:**

Due to the resignation of two Councillors there were two Councillor vacancies to be filled by co-option.

Ms K Matthews attended the meeting and confirmed her eligibility for service as a Parish Councillor. Ms Matthews explained that she had lived in South Chailey for the past 4 years, and within Chailey Parish for the past 26 years (interspersed with years at University and living overseas). Ms Matthews had attended Newick Primary School and Chailey Secondary School and as a result she knew the parish well, which would help in the role of Parish Councillor. Ms Matthews also had experience of working in local government and was Tower Captain at St Peters Church. Ms Matthews wished to be considered for co-option to the Council. Cllr. Cranfield proposed that Ms Matthews should be co-opted as a Parish Councillor; this was seconded by Cllrs. Tillard and Griffin. It was unanimously **agreed** to co-opt Ms Matthews as a Chailey Parish Councillor, (Council resolution 14/303). Ms Matthews accepted the invitation to become a co-opted member of the Council and signed the Declaration of Acceptance of Office and the Register of Members.

Mr S Avery attended the meeting and confirmed his eligibility for service as a Parish Councillor. Mr Avery explained that he and his family had resided in Chailey Parish for nearly twenty years. Mr Avery had recently retired from his occupation as a Partner in a London firm of Patent Attorneys. Mr Avery felt that as a result of his legal training and technical education he had a number of skills, which could possibly benefit the Parish Council. Having Engineering Science and legal qualifications Mr Avery offered transferrable skills to the role of Parish Councillor. Cllr. Olbrich proposed that Mr Avery should be co-opted as a Parish Councillor; this was seconded by Cllrs. Tillard. It was unanimously **agreed** to co-opt Mr Avery as a Chailey Parish Councillor, (Council resolution 14/304). Mr Avery accepted the invitation to become a co-opted member of the Council and signed the Declaration of Acceptance of Office and the Register of Members.

#### 14/8. **Appointment of Standing Committees and Positions of responsibility**

Initials:

Date:

Matthews; it was necessary to review the appointments to standing committees and positions of responsibility.

**Planning & Environs Committee:** Cllr. Cranfield proposed that Cllr. Olbrich be appointed Vice Chairman of the Planning and Environs Committee; this was seconded by Cllr. Tillard and unanimously **agreed**.

**Vice Chairman of the Council:** Cllr. Olbrich proposed that Cllr. Evans be appointed to Vice Chair of the Council; this was seconded by Cllr. Cranfield and unanimously **agreed**.

**Positions of Responsibility:** It was **agreed** that Cllr. Evans would continue as the Member for Finance.

The following appointments of Council Representatives of Outside Bodies was agreed:

<b>Appointments to Committees/Sub Committees:</b>	<b>No.</b>	<b>Member(s) in Council year 2013/2014</b>
<b>PLANNING &amp; ENVIRONS COMMITTEE (monthly)</b>		
Chairman	1	Cllr. J. Millam
Vice Chairman	1	Cllr. P. Olbrich
<b>CHAILEY WINDMILL ADVISORY COMMITTEE (ad hoc)</b>		
Chair	1	Mr J. Smith (External)
Other Member	1	Cllr. J. Millam
<b>PERSONNEL ADVISORY COMMITTEE (ad hoc)</b>		
Chair	1	Cllr. S. Griffin
Other Members	2	Cllr. P. Olbrich and Cllr. M. Evans

<b>Appointment of Council reps to Outside Bodies:</b>	<b>No.</b>	<b>Member(s) in Council year 2013/2014</b>
Chailey Common LNR MC	2	Cllr. M. Evans Cllr. P. Atkins (Cllr Cranfield substitute)
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. J. Tillard Cllr. M. Evans (Cllr. S.Griffin as substitute)
Provision for Young People	2	Cllr. P. Olbrich & Cllr. S. Griffin
Lewes District Association	1	Cllr. M.Evans
Liaison with Emergency Services	1	Cllr. J Tillard
Grantham Trust	1	To be advised
Chailey Bonfire Society	1	Cllr. P. Atkins

<b>Posts of Responsibility:</b>	<b>No.</b>	<b>Member(s) in Council year 2013/2014</b>
Member for Finance	1	Cllr. M. Evans
Allotments Officers	2	Cllr. J. Millam and Cllr. J-P. Ellis
Parish Tree Warden	2	Cllr. J. Tillard, Cllr. J. Millam
Village Design Statement Co-ordinator/Neighbourhood Plan	1	To be confirmed
Website Administrator	1	The Clerk
<b>Other appointments of interest to the Parish Council</b>	<b>No.</b>	<b>Member in Council year 2013/2014</b>
Chailey School (LEA appointed Governor)	2	Cllr. M. Evans
PCC, Friends of St Peter's Church & Free Church, Exec. Committee	1	Cllr. S.Griffin

Initials:

Date:

The Chairman suggested that Councillors might introduce themselves to the newly appointed Councillors by providing a little personal background information:

- Cllr. Millam explained that he had been born in Chailey, had been a Councillor for about 25 years and owned his own business in Chailey.
- Cllr. Griffin had lived in Chailey for 27 years, had run a business in North Chailey and was recently retired. She was actively interested in Children's services, developing a grandparents group at the Chailey Children's Centre and was an active member of Chailey Free Church.
- Cllr. Evans mentioned he was now retired and had had a home in Chailey for 35 years. He had been a Councillor for about 13 years.
- ESCC Cllr. Jim Sheppard explained that he was a District Councillor (for six years) and now a County Councillor and lived in Newick.
- Cllr. Tillard had lived in the Village all of his life and had been a Councillor for 25 years.
- Cllr. Olbrich advised he had been born in Chailey of a farming family. Had been a Lewes District Councillor for 8 years and a Parish Councillor for 20 years.
- Cllr. Cranfield explained that he had lived most of his life in Chailey, being brought up on a Dairy Farm. He was a bell ringer at St Peters Church. He had been a Parish Councillor for nearly for years.
- The Clerk advised she was a previous resident of Chailey and had worked for Parish, District, Borough and County Councils in various roles.

#### 14/9. **Financial Reports to Council**

##### **i) Financial Summaries for December:**

The financial reports for December had been circulated indicating a ledger balance at the end of December of £39,769.74 in Barclays Bank community account. There was one un-presented cheque for £30.00. The Barclays deposit account balance was £100,233.21. Total expenditure to date was £65,282.67 and the current operating surplus was £7,551.

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

iii) **Draft 2014/2015 budget and precept setting-** An update of the 2013/14 budget was presented, together with a draft 2014/15 budget. The Council had previously discussed the Lewes District Council grants made available to Parish Councils to mitigate the impact of changes to the Council Tax base, for Chailey the grant was £2,208.00. The Parish Council's budget requirement for 2014/2015 was £50,554.00 including capital expenditure, which would be met by ear marked reserves. The Parish precept had been retained at £48,000.00 since 2011, as the Council had exceptional other income in 2013. Cllr. Evans therefore proposed that a precept of £46,142.00 be **agreed**. This would result in a proposed budget for 2014/2015 of £48,350 (with the grant of £2,208); an increase of £350.00 from the 2011 precept level. The proposal was seconded by Cllr. Tillard and unanimously **agreed**.

#### 14/10. **Review of refurbishment of Parish Assets:**

i) **Installation of Basket Ball net at Roe Heath-** A quotation for tarmacking the play area around the basketball net had been received. Councillors discussed alternative surfaces, which would be more in keeping with the location. Cllr. Olbrich agreed to investigate the costs of the various surfaces further and report back to the Council.

ii) **Chailey Reading Room-** A reduction on the original quotation for the furniture beetle infestation and rising damp treatment work at The Reading Room, Chailey Green had been advised. It was **agreed** that the quotation for the work was acceptable and the expenditure of £999.00 was agreed, the work to be undertaken when convenient to Reading Room users.

#### 14/11. **Items for Information and future Discussion:**

Initials:

Date:

mapping software. It was proposed when all information was collated, to map the Councils land ownerships and assets. The Clerk would provide further information of the costs when an estimate of the total work required was obtained.

**14/12. Correspondence for Noting and Response:**

1. The date of the Annual Parish Meeting was confirmed as Monday 28<sup>th</sup> April, due to the availability of the Parish Hall.
2. The review of polling stations was noted – no change for Chailey.
3. Chailey Sports Club- the related surveys information had been circulated and noted.
4. It was confirmed that the list of SALC training events was to be emailed to Councillors.

**14/13. Items for Information and Future Discussion:**

Cllr. Olbrich had received complaints about water logged/flooded footpaths and grass sidings encroaching on the footpath from South Chailey to Horns Lodge. These would be reported to ESCC Highways.

Cllr. Olbrich had received a request for a contribution towards minor repairs to the track at Roeheath, following damage caused by falling tree debris. The amount to be reimbursed was agreed up to £75.00; on receipt of copy invoices/receipts for the work completed.

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

**14/15. Date of next meeting of Full Council:** The date of the next meeting was confirmed as Tuesday 18<sup>th</sup> February 2014 at 7.30 p.m. The meeting closed at 9.28pm.

**Signed:**

**Chairman**

**Date:**