



Chailey Parish Council
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Minutes

A Meeting of Full Council was held on Tuesday 18th November 2014 in the Reading Room, Chailey Green, commencing at 7.30 p.m.

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

Public present: None.

In attendance: V. Grainger (Clerk).

14/138. Apologies: Cllrs. D. Cowan, S. Griffin.

14/139. Declarations of Interest: None.

14/140. Questions/ Comments from members of the public: None.

14/141. Items considered as a matter of urgency: None.

14/142. To agree minutes of Full Council Meeting held on Tuesday 21st October 2014.
The minutes were **Agreed** and signed as a true record of the Full Council meeting held on 21st October 2014.

14/143. Consideration of an Additional Notice Board- New Heritage

The Council had previously discussed and agreed in principle to installing a notice board at New Heritage; once the conversion works on the old Chapel had finished. The works had now been completed and the Chapel had been converted for community use. The New Heritage Residents Association had requested the installation of the board and had chosen the type of board preferred. The board selected appeared to be rather large for the anticipated use and a slightly smaller post-mounted board of the same type was suggested, at an estimated price of £804.74. This price did not include the installation and ground work and insurance. Concerns were raised about ball games on the adjacent green and the importance of siting the board where it would not be easily damaged. In addition confirmation was required that the Residents Association should be responsible for future maintenance and insurance. It was proposed that the Council should agree the purchase of the board at £804.74, subject to the siting of the board away from ball games and the maintenance/insurance being arranged by the Residents Association.

This proposal was seconded by Cllr. Cranfield, and agreed-

8 votes in favour: 1 vote against.

The Clerk was requested to ascertain the full costs of the installation and to confirm the insurance liability and siting of the board with the association representative.

14/144. Verbal Reports from Village Organisations.

Sports Club: It had been confirmed by the Chair of The Sports Club that the Building was insured. It was agreed that the Clerk would request a copy of the policy.

Windmill: It was confirmed that a request for an interim payment for the Windmill re-painting had been received. Cllr. Ellis confirmed that the re-painting had revealed

some rotten timbers: two window sills, two small doors and six boards having been replaced with similar oak timber. The contractors had also reported the hand rails to the front steps as being unsafe; quotations would be sought for the required work for further consideration.

ESCC Highways SLR Meeting: It was confirmed that the next meeting was to be held on 9th December, and items were requested for the agenda. With regard to the proposed exhibition of the New Heritage footpath; ESCC were planning an exhibition of the proposed route which would probably be held in January. (This was yet to be confirmed).

Bonfire Society- The weather for the annual Chailey Bonfire and Firework display was very disappointing but the event itself was excellent. The focus had been the commemoration of the centenary of World War I and was another splendid effort by the Bonfire Society.

14/145. **Review of Progress Chailey Common LNR Agreement**

The Clerk had received a number of enquiries concerning issues relating to the common. In the past there had been an active Commons Management Committee which could agree co-ordinated action and help to resolve local issues. However, since a proposed amendment to the current Local Nature Reserve Agreement had been made, the committee had not met and there was therefore no forum to discuss issues as they arise.

The Parish Council had written to the District Council and after many months had received a response which did not resolve this issue or answer the Parish Council's concerns.

It was **agreed** that a response to the District Council letter would be drafted and circulated for comment. In addition, it was suggested that an owners and users committee should be formed (which would include the Commons Freeholders) in place of the previous committee. Enquiries would be made to ascertain the support for this proposal.

14/146. **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 £31,203.89 for Barclays Bank community account. There were five un-presented cheques totalling £551.50 outstanding. The Barclays deposit account balance was £85,567.77. Total expenditure to date was £67,193.35 and the current operating deficit was £12,297.00. **Approval of expenditure:** The list of payments for November including VAT and excluding salary payments was as follows:

4.11.14	£1,452.00	Parish Maintenance
4.11.14	£165.00	LSCC Subscription
4.11.14	£595.00	Chailey Windmill woodwork repairs
18.11.14	£87.81	Phone & Broadband
18.11.14	£8,400	Chailey Windmill re-painting
18.11.14	£36.50	Stationery
18.11.14	£400.00	War Memorial restoration
18.11.14	£2076	Digital Mapping

The list was noted and approved.

ii) **Budget/ Precept 2015/16 Report:** A report was provided detailing the Council's expenditure against allocated budget for the first seven months of the financial year. A first draft of the 2015/2016 budget was also presented within the report. Confirmation of the LDC grant and Council Tax base rate were still awaited. It was known that some expenditure would increase next year and reserves would have reduced. It was therefore proposed to refine the budget to retain levels as close as possible to the

current year. Further reports would follow and final approval of the budget would be made in January to meet the 26 January deadline requested by LDC.

14/147. Consideration of Community Match Initiative:

Cllr. Evans had circulated information regarding the process for the Community Match Initiative with regard to the proposed pedestrian refuge near to the Mil Lane/A275 junction. The Council had set aside some reserves for this project but was advised that the Council could be out of pocket should the scheme not be approved at a later stage. It was **agreed** in principle to proceed to the next step of installing the pedestrian refuge – (an island in the centre of the road). The next step being to confirm the costs of the design stage. Mention was made of the poor drainage at this junction resulting in surface water causing a hazard at the bend in the road near to the Brickworks entrance.

14/148. Outline Specification of Parish Council Website:

The Clerk had been requested to make enquiries to the existing Web Site provider to ascertain whether they could provide the type of web site set out in the specification and provide an estimate of the costs involved. The Clerk was also asked to confirm the impact upon the terms and conditions of the existing contract. The Clerk advised the amount quoted for a new site. The present contract terms and conditions had been reviewed and; in addition confirmation had been made of a pro rata discount should the Council decide to change to another web site.

Cllr. Avery commented that a working group had been established to consider this issue and he was concerned that the Clerk appeared to be taking over the task. The working group had discussed that the Village Hall might want to use the Parish Council website.

The Clerk advised that actions were confirmed by the Council as a whole at Council meetings, not by individual Councillors. The actions requested had been minuted.

Cllr. Cranfield commented that some recent email communications on this matter had been inappropriate.

Cllr. Olbrich proposed that the group – (to include the Clerk)- should contact three or four website providers to identify who could provide the best fit solution to suit the Council's needs; and to make recommendations to the Council for agreement.

This was seconded by Cllr. Cranfield and unanimously **resolved**.

14/149. Items for Information and Future Discussion:

- Neighbourhood Plan- It was agreed that this would be a subject for discussion at the next meeting i.e. to agree the designation of the Chailey Neighbourhood Plan area.
- The comments received from residents regarding the Urbanista consultation proposals to develop thirty seven homes at Oxbottom Lane were reviewed and noted.

14/150. Correspondence for Noting and Response:

A list of correspondence was circulated and noted.

i. **Tree at Mount Place-** a local resident had raised concerns about a fir tree on the common, which may require felling. The resident had contacted the ESCC Ranger in the first instance and had been directed to the Parish Council, although this work should be covered under the Lewes District Council Scheme of regulations and the ESCC LNR agreement. It was **agreed** that KPS should be contacted for a report on the soundness of the tree and LDC advised accordingly.

ii. **Allotment Holders Association-** An undated letter had recently been received from Mr Fisher. Although the letter had previously been sent on 2nd October it had not been received. Therefore the Council had not had the opportunity to view the contents of the letter and agree the action to be taken. It was **agreed** that the Council would pass on the letter to allotment holders, by email if possible or otherwise by post.

- iii. **Lewes District Association of Local Councils-** Cllr Cranfield agreed that he would attend the next meeting of the association on 8th December.
- iv. **Lewes District Council Neighbourhood Plan workshop-** Cllr. Matthews agreed she would attend the workshop on 12th December
- v. **Information had been received from PCSO Knowles** about a road safety week. It was suggested that PCSO Knowles should be advised on the proposed pedestrian refuge.
- vi. **Gatwick Proposals** – minutes of the North Weald Gatwick Meeting held on 5th November had been circulated and noted. It was agreed that this was an issue that the Council should consider at its next meeting.

14/151. Risk Implications including Crime and Disorder Act 1998 Section 17:

- It was mentioned that a theft of a farm vehicle from a North Chailey farm had been reported.
- It was confirmed that the risk implications of lone working for Councillors and Staff was an issue for the Council to consider at its next meeting.

14/152. Date of next meeting of Full Council: The date of the next meeting was confirmed as 16th December 2014 at 7.30 p.m. The meeting closed at 9.50pm.

Signed:

Chairman

Date:

Initials:

Date: