



Chailey Parish Council
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Minutes

A Meeting of Full Council was held on Tuesday 16th December 2014 in the Reading Room, Chailey Green, commencing at 7.30 p.m.

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

Public present: None.

In attendance: V. Grainger (Clerk).

14/153. Apologies: Cllrs. J-P Ellis, J.Tillard.
ESCC. Cllr. J Sheppard.

14/154. Declarations of Interest: None.

14/155. Questions/ Comments from members of the public: None.

14/156. Items considered as a matter of urgency: None.

14/157. To agree minutes of Full Council Meeting held on Tuesday 18th November 2014.
Cllrs. Avery, Cowan and Evans queried minute 14/148, regarding the resolution for the web site working group (to include the Clerk) to contact three or four website providers and report back to Council. It was concluded that Cllr. Cowan had not attended the meeting; and that the resolution correctly included the Clerk. The minutes were therefore **Agreed** and signed as a true record of the Full Council meeting held on 18th November 2014. Cllr. Evans commented that it would have been useful if the minutes had been received earlier.

14/158. Consideration of revised Equality & Diversity Policy
The revised Equality and Diversity Policy had been circulated for consideration. Cllr. Cranfield proposed that the policy be adopted. Councillors unanimously agreed
Decision: It was therefore **resolved** to adopt the Chailey Parish Council Equality and Diversity Policy.

14/159. Application for Designation of Chailey Parish Neighbourhood Plan Area
A map of Chailey Parish and a copy of the Neighbourhood Plan designation application form had been circulated for consideration. The application would commence the process of formulating a Neighbourhood Plan for Chailey. Cllr. Cranfield proposed approval of the application and its submission to Lewes District Council; this was seconded by Cllr. Evans.
Decision: It was **resolved** to submit the application for Neighbourhood Plan Area Designation.

14/160. Review of Chailey Common LNR Management
i) **LNR Management Committee:** Councillors were of the opinion that the Management Committee was a necessary part of effective management of Chailey Commons. The

Committee had not met for some time due to proposed changes by East Sussex County Council but had not been formally dissolved. It was **agreed** that a meeting should be held and the committee re-constituted to include ESCC and LDC. In the first instance Mr J Smith would be contacted for his views and possible dates. Chailey Parish Council would facilitate the meeting.

- ii) **Dove Cottage, Red House Common:** A local resident had contacted the Parish Council and East Sussex County Council concerning the drainage to the track leading to Dove Cottage; and overhanging trees across the track. The Council had contacted ESCC and there appeared to be little that could be done to improve the drainage to the track. Flooding in parts was due to the natural slope of the site and overflow from an adjacent pond. There were also concerns about the possible environmental impact of any changes (such as additional ditches) to the pond and the surrounding protected common area. The issue had been raised previously in 2009 and the Council had responded, a copy of the response sent to a resident at that time had been circulated. Councillors were of the view that the Council's responsibilities had not changed since that time. The overhanging branches was regarded as a separate issue and Cllr. Cranfield and Cllr. Millam **agreed** to inspect the trees and advise the Council of any works considered necessary.
- iii) **Arkles West Cottage:** Lewes District Council had contacted the Parish Council regarding drainage issues affecting Arkles Cottage West. The District Council had mentioned the bye laws relating to the common; but had not mentioned their obligations under the Scheme of Regulations, which covered drainage and works to trees. The Parish Council had previously paid for a willow tree adjacent to this property to be felled at a cost of approximately £200.00; this too should have been covered by the LDC scheme of regulations.

Decision: It was **resolved** that LDC would be contacted to arrange clearance of the blocked ditch and to request re-imburement of the cost of felling the willow tree.

14/161. Review of Parish Assets

- **Martlets Play Area:** Lewes District Council had enquired whether the Parish Council would consider the adoption of the play area at The Martlets as a Parish asset; and undertake future maintenance. Councillors considered the proposal, but were of the opinion that the Parish Council did not have the resources to adopt and properly maintain the play area.
- **Decision:** It was unanimously **resolved** that the Council would decline the LDC offer to adopt the Martlets Play Area.
- **Chailey Windmill:** The Windmill had been inspected following the recent re-painting works. It was agreed that there were some snagging issues which would be conveyed to the contractor. The contractor had already indicated that further works were to be completed when weather permitted.
- **Bus Shelter North Chailey:** A request had been made by a local resident for a further bus shelter at North Chailey, near to Lower Station Road. Councillors considered the request and reviewed photographs of the site, but were of the opinion that the site was unsuitable for a bus shelter.
Decision: It was resolved not to install an additional bus shelter at North Chailey.

14/162. **Gatwick Flight Paths Consultation:** This item was deferred to the next Council meeting due to time constraints.

14/163. Financial Reports to Council

i) **Financial Summaries for November:**

The financial reports for November had been circulated indicating a ledger balance at the end of November of £21,311.04 for Barclays Bank community account. There were four un-presented cheques totalling £3,246.46 outstanding. The Barclays deposit account balance was £85,567.77. Total expenditure to date was £80,499.04 and the current operating deficit was £25,398.00. **Approval of expenditure:** The list of payments for December including VAT and excluding salary payments was as follows:

| | | |
|----------|-----------|---------------------|
| 2.12.14 | £635.46 | Web Site |
| 2.12.14 | £36.00 | subscription |
| 15.12.14 | £7,935.23 | Repainting Windmill |
| 15.12.14 | £225.00 | Parish Hall Cleaner |

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 eight months of the financial year. A second 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. Further reports would follow and final approval of the budget would be made in January to meet the deadline requested by LDC.

14/164. Consideration of Parish Council Lone Working Policy

This item was deferred to the next meeting, as Councillors requested more time to review the relevant documents.

14/165. To review progress of updated Parish Council Website:

It was **agreed** that this item would be discussed as a confidential item as it included matters relating to the Clerks terms and conditions of employment.

14/166. Items for Information and Future Discussion:

- **Lewes District Association of Local Councils-** Cllr Cranfield reported that he had attended the recent LDALC meeting and provided a short verbal report of matters discussed. Mr J Magness Finance Officer for East Sussex County Council had attended the meeting and provided a presentation. ESCC had delivered 40% savings so far without cutting services. However, there had been no change to LGA settlement figure for 2015/2016 following on from huge funding cuts; and there were very challenging times ahead for all local authorities.

14/167. Correspondence for Noting and Response:

A list of correspondence was circulated and noted.

- i. **LDC Core Strategy:** Cllr. Griffin confirmed that she would attend to Independent Examination workshop being held on 28th January. Cllr. Griffin was concerned about the continued description of North and South Chailey as "separate settlements" and stressed that Chailey was one Village; not several settlements. Councillors commented that this point had been made at various stages of the formation of the Core Strategy. It was confirmed that there were two development boundaries one for North Chailey and one for South Chailey; and that there was a need to for boundaries to be set in order to protect the rural areas between the settlements. On balance it was felt that raising this as an issue would delay the progress of the Core Strategy unnecessarily and leave Chailey (and Lewes District as a whole) open to development proposals without adequate policies to prevent unsuitable development.

Cllr. Cranfield proposed that the Parish Council should not make an additional statement to the Examiner at this stage. This was seconded and agreed 6 votes in favour: three abstentions.

Decision: It was therefore **resolved** not to make further comment to the Independent Examiner.

Fir Tree at Mount Place: A quote for the removal of the fir tree at Mount Place had been received. The report stressed that the tree was healthy but liable to grow further and cause a future hazard to the adjacent property. Councillors requested that a second quotation should be obtained.

14/168. Risk Implications including Crime and Disorder Act 1998 Section 17:

- It was mentioned that a theft from a local farm and a burglary at South Chailey had occurred.

14/169. Confidential Information – Exempt items:

- ❖ Review of Clerks Remuneration.
- ❖ Review of Councillors responsibilities and job description.
- ❖ Administration of Parish Council Web Site.

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 9.15pm to complete discussion of exempt items. The Meeting was re-opened to confirm:

14/170. Date of next meeting of Full Council: The date of the next meeting was confirmed as Tuesday 20th January 2015 at 7.30 p.m. The meeting closed at 10.20 pm.

Signed:

Chairman

Date:

Initials:

Date: