



Chailey Parish Council
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Minutes

A virtual meeting of the of the Full Council was held on Tuesday 20th October 2020.

Present: Chair: Cllr. K. Jordan
Cllrs. S. Avery, N. Belcher, E. Berry, (M. Cornwall for part of meeting)
M. Evans, M Lethem, J Millam, P Olbrich, R. Penfold.

The Chairman at the start of all virtual Full Council & Planning meetings will ask Council members to declare if there is anyone present in their homes who can see and/or hear the meeting in progress. It is the Councillors' responsibility to make this information available to the Chairman and the Clerk.

Public present: Jack Cranfield

In attendance: Mrs B Newell (Clerk).

20/164.Apologies for absence: Cllr J Tregenza

20/165.Declarations of interest: None

20/166.Questions/comments from members of the public: None.

20/167.Items considered as a matter of urgency: UKPN have asked to carry out works to trees on Lane End Common that are in danger of causing damage to overhead lines. There will be more spans at this location that will also require work, and in order not to disrupt village life, UKPN suggest carrying out all works at the same time. All works are paid for by UKPN. The Council agreed that tree works could be carried out.

20/168.To note the revisions made to the draft Neighbourhood Plan to incorporate the Independent Inspector's requirements and to agree the revised Plan's transmission to Lewes District Council for them to arrange the Village Referendum on the Plan: Cllr Jordan reminded the Council that now the Inspector has made his comments, we are not able to make any further changes. The Plan will go to Lewes who will organise a village referendum (subject to Covid developments). At present, no local referendums will take place before May of next year.

Jack Cranfield, Chair of the Steering Group explained that he had worked through the Inspector's report and made his suggested changes. Most of which were the removal of policies. LDC had also suggested changes, most of which had already been made whilst making the Inspector's changes.

Jack noted that the only outstanding issue are the maps that are required. The Parish Council have access to a software package (Parish Online) that should enable

mapping. Cllr Avery has used Parish Online and other sources. He is not sure at this stage if Parish Online will have the required capacity to produce the required maps but is happy to assist Jack in this matter. Clerk to investigate login details.

Cllr Avery's suggested grammatical re-wording of part of the Environment Policy was accepted.

Cllr Jordan confirmed that the Parish Council can now refer to the Plan when considering planning matters, although it will not have full legal power until it has been approved by the village in the referendum.

Cllr Evans proposed that the Plan now be put forward to LDC, seconded by Cllr Olbrich. All in favour.

Finally, before Jack left the meeting, Cllr Jordan took the opportunity to thank him, and the Steering Group for all the hard work that they have put into this project.

20/169.To agree the Minutes of the Full Council meeting held on the 15th September 2020: The minutes were agreed as being accurate, proposed by Cllr Olbrich and seconded by Cllr Belcher. All in favour. A hard copy will be signed off at the next face to face meeting.

20/170.To agree the Minutes of the Personnel Advisory Committee meeting held Tuesday 15th September 2020: Cllr Olbrich brought to the attention the pay increases for both the lady who cleans the Reading Room (to be back dated to June) and the Clerk to be backdated to April 2020. The Personnel Committee had agreed to the increases and back pay at the meeting held on the 15th September, and this was duly ratified at the Full Council. The minutes were agreed as being accurate, proposed by Cllr Berry and seconded by Cllr Lethem. All in favour.

20/171.Matters Outstanding from September 2020 Full Council minutes:

20/148 The Australian family stranded in UK and seeking financial support due to Coronavirus have now returned to Australia. Matter resolved.

20/151 Installation of VE Bench – Cllr Millam reported that he is still waiting to hear on delivery dates. The Council are hopeful that it will arrive before Armistice day, 8th November.

20/154 Update on lease of two paddocks to Chailey Heritage Foundation School – Clerk reported that the Agreement is currently with the Chief Executive of the School, and all being well should be signed off and returned to the Parish Council in the next few days.

20/160

- Frogs Hole – Clerk reported that the Parish Council sent a letter to the owner of Frogs Hole on the 24th September. At the same time, LDC also wrote. To date, the area remains in the same chaotic condition.
- Thefts in the village and Scamming – the Clerk has put a note in Chailey News and Chailey Chat to warn residents. Cllr Avery forwarded an article to Chailey News on recent scamming activity.
- Cllr Belcher has cleared the foliage from his land that was obstructing the vision of vehicles on the junction of Warrs Hill road / A275.

- Cllr Millam confirmed that trees in danger of falling at Mill Lane, North Chailey need looking at. Clerk to arrange for tree surgeons to assess.
- The trees at Noven Farm are in the process of being cleared.

20/172.To receive and if thought fit approve the financial reports for September 2020.

Closing balance in September was £109,223.55. There are still a few outstanding cheques unrepresented, most of which were for the small grant applications. Council expenditure for the month was £20,196.96, most of which was for the urgent repairs to the Windmill. No income was received for the month. Finances for September were accepted and proposed by Cllr Berry and seconded by Cllr Lethem. All in favour.

To note, Cllr Cornwall asked for a copy of the invoice relating to the urgent repairs to the Windmill. This invoice was discussed at last month's meeting and authorised for payment by the Council. Clerk to send a copy of the invoice and a copy of a summary of works to Cllr Cornwall.

20/173.To note correspondence received from Grantham Close of the availability of two single ground floor flats.

The Clerk recently received an email from Grantham Close to advise of two single ground floor flats that have become available. Should the Council know of anyone who might be interested, then they should contact the offices at Grantham Close for further information.

20/174.To receive a report on the Windmill from Councillor Evans:

All Councillors received a copy of the report before the meeting. Cllr Evans acknowledged receipt of Cllr Penfold's email from Historic England detailing the possibilities of applying for a grant. Unfortunately, a grant cannot be obtained for retrospective work, but it should be considered when the time comes to re-paint the Windmill. External funding for the Windmill if available would be gratefully received by the Council. Cllr Penfold kindly offered to explore the possibilities of receiving grant funding for future ventures.

Fund raising is not an activity taken on by Friends of the Windmill. They do receive applications from groups who would like to visit the Windmill or the Rural Life Museum which they manage on behalf of the Parish Council. The Friends would always welcome a Councillor or two on their committee.

Discussion took place on whether the restrictive clause in the lease agreement that forbids the Council to use for any other purposes other than an historic landmark could be lifted. The Council (the tenant) suspect that to sell the Windmill would require the permission of the owners. The Council believe that the owners are Trist Mire, who bought the land off the NHS to develop. Clerk and Cllr Penfold to further explore ownership.

20/175.For the Council to authorise payment for recent repairs made to the Windmill:

This was for works carried out to repair the cap of the Windmill, to provide a replacement beam and to clean down the exterior, total costs (inc VAT) came to £12,528. Authorisation to sign off was proposed by Cllr Avery and seconded by Cllr Belcher. Two abstentions.

20/176.The Council to consider which option it will require for the 2021 Urban grass cutting service:

The Council chose option 1; two cuts over the course of a year to be carried out by ESCC at no cost to the Parish Council. Proposed by Cllr Olbrich and seconded by Cllr Berry. All in favour.

20/177.To consider Lewes District Council’s pre-application advice on the instalment of rabbit proof fencing and a storage container to the grounds of the Sports field: The FA have advised the sports club to put up a rabbit proof fence around the perimeter of the field as the ground is becoming unsafe to play on due to the rabbit holes. The Sports Club would also like a container on the grounds to store bulky equipment. The Clerk applied for Pre-planning advice from LDC as to whether the above two components could be installed on Common land. Lewes have advised that this can go ahead subject to certain conditions. The Council have reservations at this stage of installing either items and will need to look into it. Cllr Olbrich to discuss with the football club the implications of not putting up a fence. Cllr Belcher to write to Chailey Commons Society. Clerk to seek the view of ESCC as they provide a range of services to the Common. To bring back to next month’s meeting.

20/178.To note the date of the Armistice memorial service this year and to note the Covid protocols regarding the gathering of groups: The Armistice Memorial Service will be held on Sunday 8th November. St Peter’s Church will still be out of bounds; therefore, the service will take place around the War Memorial on the Village Green. This will be a longer service lasting half an hour, if weather permits. There are plans to broadcast hymns and for a Priest to take the service. Due to Covid regulations, it will be necessary to have members of the Parish Council to act as Marshals and monitor social distancing. Cllrs Cornwall, Evans, Olbrich, Berry, Belcher kindly volunteered. Cllr Jordan will be laying a wreath as well as District Councillor Sharon Davy who is the Armed Forces Champion for Lewes district. Sound equipment will be stored in the Reading Room, Cllr Jordan to inform Clerk as to who will need to use the Reading Room.

20/179. To discuss the stewardship of trees on Council land: The Parish Council need to do a risk assessment on the trees on Parish Council land. Common land would need to be considered separately, and the Clerk will contact ESCC to see if they can assess as part of their management duties. It will also be necessary to map Parish Council land so that the Council are able to identify the land that they own. Cllr Lethem will consult with a local archivist who may be able to assist on this matter and will report back at next month’s meeting.

20/180.To discuss and consider the Council’s view on the proposed federation of Chailey St Peter’s and Fletching CE Primary Schools: The Council have received a letter from St Peter’s School informing them as well as the wider community of their proposals of creating a Federation with Fletching Primary School with one governing body. Consultations will be carried out with parents, staff, community, the local authority, the Diocese, and other key stakeholders. The Council will not be commenting, but note the proposal.

20/181.To receive verbal reports from Councillors on their area(s) of responsibility and/or on their involvement with village organisations.

Cllr Belcher: Reported on a site meeting with Highways on the flooding issues at Warrs Hill/A275. Highways have identified the correct drainage (into King’s head pond) which is now unable to carry the volume of water. Highways will flush this out. Other reasons for it not draining adequately could be that tree roots are growing into it. If this is the case, the owners of the trees (Milnthorpe) will need to attend to. Further problems have been located on Warrs Hill road where there is a blocked drain under the road which Highways will look at.

Cllr Evans: Reported that a consultation will be carried out on the Mill Lane pedestrian crossing. This has been advertised in Chailey News and will be repeated

next month. Cllr Evans asked members of the Council to encourage those residents living in South Chailey who may be affected by the Crossing proposal to write to the Clerk with their views.

Cllr Cornwall: Raised the Windmill. Cllr Cornwall has suggested that the interior stairway of the windmill needs repairing and has organised someone to go in and price for a new stairway. Cllr Cornwall suggested that other members of the Council may wish to view the stairway and give an opinion, Cllr Millam kindly offered to have a look. The Clerk pointed out that it was the first two steps which are unstable, and it was agreed upon at the last Full Council meeting that these would be repaired by Chippy Minton. If the Council decide to undertake full repairs, then three quotes will need to be received. They also need to note that Windmill reserves are almost depleted for this financial year.

Cllr Olbrich brought up the subject of a play area in the village, he would still like to pursue this but is mindful that Council CIL monies which could help finance this project are potentially earmarked for the Crossing. The Council will not have an answer to this until the start of the new year.

20/182.To affirm the importance of the Parish Council having the ability to nominate a Trustee to the Board of Trustees of the Andros Alms House Charity as set out in Clause 5 of the Charity Commission Scheme: Cllr Cornwall was not present for this item.

At the Full Council meeting in September, the Council exercised its right to appoint Mr Peter Impey as a nominee to the Board of Trustees at Andros Almshouse as per clause 5 under the Charity's Scheme dated 14th March 1994.To date, the Almshouse has not facilitated Mr Impey's induction and have written to the Charities Commission.

The Council unanimously re-affirmed the importance of their continuing to have the right to nominate a Trustee to the Board of Trustees and have absolute confidence in their nominee, Mr Peter Impey. Proposed by Cllr Avery, seconded by Cllr Lethem. All in favour.

20/183.To note and consider any implications arising from the Council's duty under section 17(1) of the Crime and Disorder Act 1998. None

20/184.Confidential matters: None.

20/185.Next Full Council meeting: Tuesday 17th November 2020 at 7.30pm at the Reading Room, Chailey Green, subject to developments of the Coronavirus.

Signed:
Chair

Date:

Initials:

Date: