



Chailey Parish Council
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Minutes

A Meeting of Full Council was held on Tuesday 15th September 2015 in the Reading Room, Chailey Green, commencing at 7.30pm

Present: Cllr. M. Evans (Chairman).
Cllrs S Avery, K. Matthews, J. Millam, P O’Conor, P. Olbrich

Public present: Cllr J Shephard (County Councillor for Chailey) Mr C Fisher (Chairman of Chailey Allotment Association)

In attendance: S Treharne (Clerk)

15/81 Apologies: Cllrs P Atkins and R Barnard

15/82 Declarations of Interest: None.

15/83 Questions/comments from members of the public:

The Allotments in North Chailey: Mr Fisher thanked the Council for the small grant recently awarded to the Allotment Association and for the support given generally by the Council to the Association. Whilst appreciating that there had been a number of changes at the Council, he drew attention to correspondence earlier in 2015 which had ended with a letter dated 1st July 2015 from the Association. The matters outstanding are five plots which are currently uncultivated and the timing of the renewal of tenancy agreements.

Councillors agreed that, if possible, it would make more sense for tenancy agreements to be renewed or entered into at the beginning of a calendar year. The Clerk was asked to look into this possibility and into the issue of the uncultivated plots.

15/84 Items considered as a matter of urgency: none

15/85 To agree the Minutes of the Full Council held 21st July 2015: there was one small change required to the minutes: the Councillor designated to be the contact with the emergency service is Cllr O’Conor. This change was made and the minutes were approved and were signed by the Chairman.

15/86 To consider play and recreation provision in Chailey: Cllr Evans referred Councillors to a letter received from Lewes District Council asking about the provision of play space in Chailey. This subject has arisen on a number of occasions in recent weeks, including the ongoing discussions with a local resident about providing equipment at Roeheath, contact from Lewes District Council about monies that may be available if the development at Oxbottom Lane proceeds and discussions with the developers concerned with the proposed Glendene development.

Cllr Olbrich reported that discussions were continuing over the possible provision of equipment at Roeheath. A survey has been carried out of local children aged 9-13 to find out their preferences. The discussions would continue.

Councillors discussed the relative merits of Roeheath and the recreation ground at North Chailey as being the two possible locations for play equipment. They reconfirmed their strong preference for Roeheath which is more accessible from all parts of the Parish and has the advantage of there being dwellings nearby, giving greater security. Councillors considered however that the option of siting equipment at the recreation ground should not be discounted.

Councillors discussed the obligations and costs which would fall on the Council if equipment were to be provided. Approved equipment would need to be acquired and properly installed. Regular inspections would be required and any faults found made good without delay. Statutory requirements and any conditions imposed by insurers would need to be met. Cllr Millam reminded Councillors of the difficulties that had arisen some years ago at the recreation ground.

The Clerk was asked to draft a reply to Lewes District Council's letter for approval by Councillors at the next meeting of the Planning & Environs Committee.

15/87 To receive financial reports:

The Clerk referred Councillors to the financial report for July 2015 already circulated and to the report for August 2015 which was handed to Councillors.

The Clerk reported that receipts and payments in July were £520 and £3,361 respectively and that the same figures for the year to date were £2,635 and £21,236. Councillors' attention was drawn to the analysis of payments by category shown in the Financial Report and to the detailed breakdown of the receipts and payments for the month attached to the report.

The Clerk also reported that receipts and payments in August were £15 and £7,109 respectively and that the same figures for the year to date were £2,650 and £28,345. Councillors' attention was drawn to the analysis of payments by category shown in the Financial Report and to the detailed breakdown of the receipts and payments for the month attached to the report.

The Clerk reported that £24,420, being the second and final tranche of the precept and grant receivable for 2015/16, had been received at the end of August.

Cllr Evans confirmed that, in broad terms, the total of the expenditure in the year to date was as expected and reminded Councillors that some of the larger annual payments, for example the small grants, occurred early in the financial year.

A quotation of £842 to undertake repairs at the Windmill was presented to Councillors. The work is required to stop the ingress of water through and around a rotten window frame. Councillors considered whether this was work that should have been done in 2014 when major repairs were carried out and Cllr Millam referred to a list of snagging works that had been prepared following that work. He agreed to try and locate a copy. Councillors agreed that the works needed to be carried out and approved the quotation.

Cllr Evans reported that correspondence had been received from the East Sussex Pension Fund to say that, as the Council no longer has any employees who are members of the Fund, an amount of £25,000 is due to be paid by the Council to the Fund to make good a deficit that has been calculated as being attributable to the

Council. The Clerk explained that the amount of the deficit appears to have been calculated by deducting that part of the assets of the Fund referable to the Council from an estimate of the liabilities that will fall to be paid by the Fund by way of pensions to existing and deferred pensioners. An offer of a meeting had been made by the Fund and Councillors agreed that such a meeting should be held in order that Councillors can understand why the Council is liable and how the figures have been calculated. The Clerk was asked to report to Council following the meeting.

The Clerk reported that a property in the Parish, where there are two outstanding issues which concern the Council and which, although the subject of correspondence, have not been resolved, is presently on the market. The first issue relates to access and the second to encroachment onto common land of part of an outbuilding erected by a previous owner. A letter has been sent to the agents and contact has been made with the current owner who is trying to locate relevant paperwork with a view to moving forward on the outstanding matters. The Clerk will report further.

15/88 To consider the appointment of an Internal Auditor: the Clerk referred Councillors to the letter from Mr Steve Brentnall circulated with the meeting agenda. Cllr Millam proposed and Cllr Olbrich seconded a resolution that Mr Brentnall be appointed as Internal Auditor for 2015/16 and the resolution was passed unanimously.

15/89 To consider the importance of Data Protection legislation to the work of the Council and Councillors: Cllr Evans reminded Councillors about the need to comply with Data Protection legislation. The Council holds personal data as part of its statutory and other work and the Council and Councillors need to ensure that it is handled in accordance with the data protection principles. The Council holds data for lawful purposes and the appropriate measures have been taken to protect it, for example by using a password on the computer and through the use of locked cabinets.

Cllr Avery raised the question of the data held on those people who had registered through the website to receive alerts whenever something new is put onto the site. The Clerk advised that it was proper for such data to be held as long as it is secure, which it is. However, it should be reviewed to ensure that it is still relevant and still required for the Council's use. If it is not, it should be deleted. It was agreed that the migration in the near future to the new website would provide an excellent opportunity for this data to be considered.

15/90 To receive a progress report on the proposed new Council website: Cllr Avery reported that agreement to go ahead has been given and the required deposit paid has been paid. The contractor is confident that the new platform will be supported for the foreseeable future. It is hoped that a dummy website will be available by the end of October so that any required changes to the website structure can be made and migration from the old site can start. Cllr Avery has pencilled in the end of 2015 for the new site to go live.

15/91 To receive reports:

(1) The Clerk reported that the wayleave agreement with the landowner is in place and the file has been passed back within BT to the department who will dig the trench. Councillors discussed how the parish office might be fitted into the Reading Room. Cllr Evans reported that advice received was that the storeroom was unlikely to be suitable for use as an office for a number of reasons, including security and the difficulty of providing access through the blocked-up doorway. After discussion, Councillors considered that all options should be kept open. Cllr Evans and the Clerk will take this forward.

- (2) A further comment on the provision of a pedestrian refuge had been received from a resident. Cllr O'Connor agreed with the resident's comments about the road and parking outside the shop. The matter of the refuge is to be taken forward at the next Strengthening Local Relationships meeting on 5th October 2015.
- (3) The Clerk reported that the noticeboard has arrived and arrangements are being made to have it installed.
- (4) The minutes of the Neighbourhood Plan Steering Group's meeting on 20th August 2015 were noted.

15/92 To consider items of correspondence for noting and response:

The Clerk drew Councillors' attention to correspondence which had been received, a list of which had been circulated. Cllr Evans drew Councillors' attention to the training opportunities offered by SSALC and encouraged Councillors to take advantage of these.

15/93 To note Risk implications: none to note.

15/94 Confidential information – exempt matters: Cllr Evans asked Councillors to make a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 s1(2) in order to discuss three items, due to the confidential nature of these items. Cllr O'Connor proposed and Cllr Olbrich seconded such a resolution which was passed unanimously.

15/95. Next Full Council meeting: 20th October 2015 at 7.30pm.
Next Planning & Environs Committee meeting: 6th October 2015 at 7.30pm

Signed: *Mark Evans*
Chairman

Date: *20th October 2015*