



Chailey Parish Council
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Minutes

A Meeting of Full Council was held on Tuesday 17th February 2015 in the Reading Room, Chailey Green, commencing at 7.30 p.m.

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

Public present: None.

In attendance: V. Grainger (Clerk).

15/22. Election of Chairman of the Council

Nominations for the office of Chairman of the Council were requested. The proposal to appoint Cllr. Mark Evans as Chairman was made by Cllr. Olbrich and seconded by Cllr. Cowan and there being no further nominations, Councillor Evans was duly **ELECTED** as Chairman of Chailey Parish Council.

15/23. Declaration of acceptance of office of Chairman

Councillor Evans read the declaration of office and signed the declaration in the presence of the Proper Officer, who countersigned the declaration. Councillor Evans assumed his position as Chairman for the rest of the meeting.

15/24. Election of Vice Chairman of Council

The Chairman called for nominations for the office of Vice Chairman of the Council, the appointment of Councillor Peter Olbrich was proposed by Cllr. Evans and seconded by Cllr. Griffin, and there being no further nominations Councillor Olbrich was duly **ELECTED** as Vice Chairman of Chailey Parish Council.

15/25. Declaration of acceptance of office of Vice Chairman

Councillor Olbrich read the declaration of office and signed the declaration in the presence of the Proper Officer who countersigned the declaration.

15/26. Apologies: Cllr. J. Millam.

15/27. Declarations of Interest: None.

15/28. Questions/ Comments from members of the public: None.

15/29. Items considered as a matter of urgency: None.

15/30. To agree minutes of Full Council Meeting held on Tuesday 20th January 2015.

Cllr. Matthews commented on the agreement of the Neighbourhood Plan Steering group terms of reference noted in the minutes; and queried whether it should also be separately noted that the scope of the Chailey Neighbourhood Plan would be the LDC housing site allocations as indicated in the Core Strategy. The Clerk confirmed that she would seek clarification on this point for agreement at the next Council meeting. The minutes were **Agreed** and signed as a true record of the Full Council meeting held on 20th January 2015.

Initials:

Date:

15/31. To confirm the programme for recruitment of Parish Clerk.

The programme for recruitment had been circulated together with a job advertisement, job description and person specification. The programme was **agreed**. It was further **agreed** that the advertisement would be displayed on the Parish Council notice boards, the SSALC web site and in the local press. The proposed start date of the new Clerk was Monday 20th April.

15/32. Consideration of SSALC offer of providing a Councillors briefing and Awareness event.

The Sussex and Surrey Associations of Local Councils had offered to arrange a briefing and awareness event for Councillors in Chailey. The event would be held in the evening for the convenience of Councillors at an approximate cost of £380.00. It was **agreed** that it would be most appropriate to hold this event in May after the Council elections.

15/33. Financial Reports to Council

i) Financial Summaries for January:

The financial reports for January had been circulated indicating a ledger balance at the end of January of £30,313.88 for Barclays Bank community account. There were two un-presented cheques totalling £1,064.00 outstanding. The Barclays deposit account balance was £60,916.25. Total expenditure to date was £95,715.56 and the current operating deficit was £39,428.00.

ii) Bank Mandate

Due to Cllr. Cranfield's resignation a third cheque signatory was required for Barclays Bank current account. It was proposed and seconded that Cllr. Peter Olbrich should be the third signatory.

Council Decision: It was therefore **resolved** that the Bank be requested to send a bank mandate form to add Cllr. Olbrich as a third cheque signatory.

iii) Approval of expenditure: The list of payments for February including VAT and excluding salary payments was as follows:

£18.43	Water Rates Reading Room
£26.40	Broadband
£35.00	Windmill Electricity
£4.64	Sign for Reading Room
£10.00	Reading Room Clock repair
£52.50	Bus Shelter Glass Cleaning
£164.56	postage and stationery
£136.64	BT phone rental & calls
£75.00	Shelving for Parish Office

Council Decision: The list was noted and expenditure unanimously approved.

15/34. Verbal Report on LDC Core Strategy Independent Examination

Cllr. Griffin advised that she had attended the Independent Examination of LDC Core Strategy submission document on 21st January. Cllr Griffin outlined the comments made relating to the concerns about the protection of Chailey Commons from the impact of future development. Natural England had proposed that there should be an additional SANGs site created to take the pressure off of Chailey Common. The Chailey Commons Society representative had indicated the estimated daily increase in vehicle movements as a result of additional development. The resulting increase in pollution levels would have a detrimental impact on Chailey Commons. It had been queried whether the Commons could be re-designated as a Special Protection Area like Ashdown Forest. Natural England had confirmed that Chailey Commons did not meet the EC criteria for this protection, but the extension of a 7km zone from Ashdown Forest had been suggested to provide Newick and Chailey with some protection. Cllr. Griffin confirmed that she would circulate her notes for future discussion at the next planning meeting.

15/35. Review of Freedom of Information Act Policy

The existing Freedom of Information Act policy had been circulated to Councillors, together with the revised version based on the recommended template. The template was in draft form and required minor amendments. Clarification of the fees charged for information requested was required. Councillors reviewed the document and proposed charges.

Council Decision: The amended Freedom of Information Act policy was approved unanimously.

Charges for Information approved unanimously:

Charges for Information: i) First 30 minutes free search.
ii) Thereafter £20.00 per hour.

Cllr. Olbrich mentioned that he had been asked whether the Council's budget was set annually and whether this could be changed once set.

It was confirmed that the Council's budget/precept was set annually and once the precept was set could not be changed, but it was possible to transfer monies between budget headings, if approved by the Council.

15/36. Verbal Report from Parish Council website working group

A verbal update on the progress of the website working group was provided:

- Discussions were being made as to the layout of the website homepage.
- It was proposed that Councillors would administer updates within the site and the Clerk as web administrator would update Council documents. There was discussion as to what indicators point you to the search for accounts, minutes etc.
- UPE would be the website providers operating a system based on MS sharepoint. Microsoft had advised that they were withdrawing support for the sharepoint platform, alternative options were therefore being explored. Umbraco was a new operating platform and ESCC had recently changed to this system. It was recommended that the Council stick with the existing provider who was arranging to transfer existing sites using sharepoint to the new platform. Cllr. Cowan explained that the Village Hall would be able to have an on-line diary and booking form on the website and that was why UPE were chosen, the Umbraco platform may not support that facility.

15/37. Verbal Reports on Village Organisations

- **Chailey Sports Club-** Chairman Mr G Strangwood had indicated that he would attend the next Full Council meeting to provide an update.
- **Chailey Commons-** the Commons Freeholders had expressed similar concerns to those of the Council regarding the proposed ESCC LNR agreement. The existing District Council commitment under the 1915 scheme was divorced from the proposed agreement and it precluded the Commons Society input and knowledge. Cllr. Avery had prepared a briefing document for discussion and had forwarded this to the North Common Freeholders for comment.
- **Chailey Youth Group-** Cllr. Olbrich reported that regretfully Gemma Kybert and Mrs Gunes had resigned from Chailey Youth Group. Finding replacements would be very difficult and the group had about 40 young people attending currently.

15/38. Items for Information and Future Discussion:

- It was agreed that representatives on outside bodies and organisations would be reviewed at the next Council Meeting.

15/39. Correspondence for Noting and Response:

- It was proposed that letters of thanks should be sent to Cllr. Cranfield and Gemma Kybert on behalf of the Council, in acknowledgment of their hard work and commitment which had benefited the community.
- **National Grid** had provided an amended Wayleaves agreement for approval to replace the existing agreement. It was **agreed** that the Chairman and Clerk would sign this on behalf of the Council.
- Correspondence had been received regarding the **grassy area around Chailey Windmill**. This area did not form part of the Council's Windmill lease and it was therefore **resolved** that the Council should take no action on this matter.
- **No Parking sign at Mill Lane North Chailey:** Although the Council owned part of the track to the Mill; as far as could be ascertained it had no responsibility for replacement of the no parking sign. It was therefore **resolved** to take no action.
- **Letter from Mr Oliver** regarding the Neighbourhood Plan- Cllr. Cranfield had replied to this letter as it had been addressed to him personally.
- **PCSO S Knowles** had offered to attend a Council meeting to provide an update. It was **agreed** that this should be the next Annual Parish Meeting at a date still to be agreed.
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15/40. Risk Implications including Crime and Disorder Act 1998 Section 17: None.

15/41. Confidential Information – Exempt items:

❖ **Clerks Contract of Employment**

Cllr. Evans 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 unanimously **agreed**. The Meeting was closed at 9.28pm to complete discussion of exempt items.

15/42. Confidential Matters

The Clerk had raised four issues relating to the employment contract in a letter dated 10th February. This was discussed and it was resolved that it would be necessary to seek further advice and it was further resolved to delegate the Personnel Committee as prime lead in this matter.

The Meeting was re-opened to confirm:

15/43. Date of next meeting of Full Council: The date of the next meeting was confirmed as Tuesday 17th March 2015 at 7.30 p.m. The meeting closed at 9.45pm.

Signed:

Chairman

Date:

Initials:

Date: