



**Chailey Parish Council**  
**www.chailey.org**

**Minutes**

**A Meeting of Full Council was held on Tuesday 17<sup>th</sup> March 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,  
J. Millam, K. Matthews, P. Olbrich,

**Public present:** Two.

**In attendance:** V. Grainger (Clerk).

**15/44. Apologies:** Cllr. J.Tillard.

**15/45. Declarations of Interest:** None.

**15/46. Questions/ Comments from members of the public:**

- Mr Fisher attended on behalf of the newly formed Chailey Allotment Association. The association had held an inaugural meeting, had confirmed the Chairman and Treasurer posts and had drafted a constitution. Ten allotment holders attended the first meeting but all holders were honorary members. The group had set out a number of objectives and had already formed links with Chailey Horticultural Society. There were a number of concerns raised relating to the allotment site:
  - i) The annual rent was considered to be a little high
  - ii) There appeared to be a number of vacant plots
  - iii) Poor drainage issues
  - iv) Issues relating to the boundary
  - v) The footpath between the plots required clearing and on-going grass cutting.

Councillors commented that the formation of the association was a very positive step, they were grateful to Mr Fisher for taking the initiative and resolved to consider the issues raised at the next available meeting.

- Mr Strangwood attended the meeting on behalf of Chailey Sports Club. A report had been circulated to members relating to the refurbishment of the Sports Pavilion. Discussion had been held with the Stool ball Club who were considering moving to Chailey Sports Club from the Cuckfield playing field, but currently the Cricket Club and Colts FC used the field and pavilion. The survey report had been completed at nil cost. It had been estimated that the works recommended amounted to £48,000. It was confirmed that an amount of £30,000 had been originally committed to the former trustees by the Parish Council for the re-build of the Pavilion. It was advised that the Parish Council was supportive of the project and grateful to Mr Strangwood for his efforts. It was also confirmed that it was reasonable at this stage to obtain quotations from three builders, in order for the Council to further consider the matter.

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**15/47. Items considered as a matter of urgency:**

The Chairman mentioned two urgent matters:

1. Completion of Councillors Nomination Forms – the Clerk had provided these at the meeting.
2. The renewal of the Parish Office lease (to be discussed under item 10 of the agenda).

**15/48. To agree minutes of Full Council Meeting held on Tuesday 17<sup>th</sup> February.**

- The Chairman stated that there was an objection to paragraph 15/36 – the final sentence “*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 UBE were chosen, the Umbraco platform may not support that facility.*”

The Chairman wished to delete this sentence as it was an aside comment rather than a report. The Clerk objected to the deletion as it was an accurate reflection of what had been recorded as being stated and was pertinent to the Council’s decision to remain with Upper Bridge Enterprises as website provider. The Clerk therefore objected to the deletion.

- Minute 15/37 Cllr. Olbrich clarified that Gemma Kybert and Mrs Gunes had not yet resigned from Chailey Youth group.
- The minutes as amended were agreed and signed as a true record of the Full Council meeting held on 17<sup>th</sup> February 2015.

**15/49. To confirm scope of Chailey Parish Council Neighbourhood Plan**

Cllr. Matthews had requested clarification of the minutes of the Council meeting held on 20<sup>th</sup> January and the extract of the minutes for that meeting; and the meeting of 16<sup>th</sup> December 2014 had been circulated for information.

For the purpose of clarity it was confirmed that the Council had resolved to accept the Terms of Reference of the Neighbourhood Plan Steering group, and had additionally resolved to accept the scope of the Plan which would exclude the identification of housing sites, comment within the Plan being made on housing type; design, materials used etc.

**15/50. Review Appointment of Members to Council Committees and Representatives**

In accordance with the Councillors request the Clerk had circulated the current list of positions of responsibility:

**ii) Appointment of Council Representatives of Outside Bodies:**

<b>Appointments to Committees/Sub Committees:</b>	<b>No.</b>	<b>Member(s) in Council year 2014/2015</b>
<b>PLANNING &amp; ENVIRONS COMMITTEE (monthly)</b>		
Chairman	1	Cllr. J. Millam
Vice Chairman	1	Cllr. P. Olbrich
<b>CHAILEY WINDMILL ADVISORY COMMITTEE (ad hoc)</b>		
Chair	1	Mr J. Smith (External)
Other Member	1	Cllr. S. Avery
<b>PERSONNEL ADVISORY COMMITTEE (ad hoc)</b>		
Chair	1	Cllr. S Griffin
Other Members	2	Cllr. P. Olbrich and Cllr. K. Matthews

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<b>Appointment of Council reps to Outside Bodies:</b>	<b>No.</b>	<b>Member(s) in Council year 2014/2015</b>
Chailey Common LNR MC	2	Cllr. M. Evans Cllr. S. Avery
Chailey Commons Society	1	Cllr. P. Atkins
Chailey Sports Club	2	Cllr. J-P. Ellis, Cllr. P. Atkins
Chailey Parish Hall	1	Cllr. D. Cowan
Strengthening Local Relationships SLR, ESCC Highways	2	Cllr. M. Evans Cllr. S. Griffin + Cllr J. Tillard (shared role)
Provision for Young People	2	Cllr. P. Olbrich & Cllr. K. Matthews
Lewes District Association	1	Cllr. D. Cranfield
Liaison with Emergency Services	1	Cllr. J Tillard
Grantham Trust	1	To be advised
Chailey Bonfire Society	1	Cllr. P. Atkins

<b>Posts of Responsibility:</b>	<b>No.</b>	<b>Member(s) in Council year 2014/2015</b>
Member for Finance	1	Cllr. S. Avery
Allotments Officers	2	Cllr. K. Matthews & Cllr. S Griffin
Parish Tree Warden	2	Cllr. J. Tillard, Cllr. J. Millam
Neighbourhood Plan	4	Cllrs. D. Cranfield, M. Evans, S. Griffin, K. Matthews.
Website Administrator	1	The Clerk
<b>Other appointments of interest to the Parish Council</b>	<b>No.</b>	<b>Member in Council year 2014/2015</b>
Chailey School (LEA appointed Governor)	2	Cllr. M. Evans.
PCC, Friends of St Peter's Church & Free Church, Exec. Committee	1	Cllr. M. Evans

Cllr. Griffin mentioned that she had intended to participate in the formation of the Neighbourhood Plan as a community representative, rather than as a Councillor. It was resolved to review the list in May following the Parish Council election.

**15/51. To Confirm Date and Arrangements for Annual Parish Meeting**

The date of the Annual Parish Meeting was confirmed as Friday 29<sup>th</sup> May 2015. Councillors concluded that items to be covered should include a report from the Neighbourhood Plan Steering Group, Sussex Police and Sports Club, and possibly Chailey Youth Group. Cllr. Olbrich agreed to arrange the refreshments.

**15/52. To note Implications of the Local Audit and Accountability Act**

A brief report outlining the changes introduced by the Local Audit and Accountability Act had been circulated and was noted. The report mentioned that the public and press had the right to film and use social media at local government meetings. In addition Councillors individual voting records would also be made public. Information was also provided regarding the provision of "value for money" services. This report highlighted suggested good practice of consulting with other councils; engaging with service users or joining to together with other councils to deliver more economic services to the community. The report was noted.

**15/53. Financial Reports to Council**

**i) Financial Summaries for February:**

The financial reports for February had been circulated indicating a ledger balance at the end of February of £31,194.44 for Barclays Bank community account. There were two un-presented cheques totalling £85.00 outstanding. The Barclays deposit account balance was £60,916.25. Total expenditure to date was £98,360.06 and the current operating deficit was £41,995.00.

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**ii) Budget Report**

The budget report was circulated and noted. This indicated that the revenue expenditure had been in line with the agreed budget. However, the Council started the year with reserves of £133,958.30 and as at end of February reserves were reduced to £92,110.69. This was due to exceptional capital expenditure which included repairs and repainting of Chailey Windmill and an exceptional capital grant of £9,000.

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

£78.54 Stationery  
£1030.00 Annual Office Rent.

Councillors Cowan and Olbrich objected to the payment of the office annual rent. The current rental agreement was due to end on 31<sup>st</sup> March and would therefore expire on 1<sup>st</sup> April if not renewed. Cllr. Olbrich was of the view that the Council was recruiting a new Clerk who would hopefully live in Chailey and work from home; and renewal of the rent was therefore inappropriate.

After further discussion it was agreed that the rent would be renewed as it was possible to cancel the agreement by giving one months' notice, if required.

**Council Decision:** It was therefore **Resolved** to pay the rent due and review the position in May. Other expenditure was unanimously approved.

**15/54. To confirm Risk Assessment Schedule for 2014/2015**

The updated risk assessment schedule had been circulated and noted. The following comments were made:

- Lone Working Policy- it was noted that this had not been implemented because the risk assessment had still not been completed.
- Trees- It was resolved to commission an updated report on the condition of the trees on Council land. It was agreed that the first step would be to review the previous inspection.
- The Clerk was investigating alternative options for additional back up of computer records.

**15/55. To Agree Expenditure for a new Parish Council Noticeboard**

The Council had previously agreed to install a new notice board at New Heritage adjacent to the Old Chapel community room. Council considered the detailed quotation presented. The cost of the board and post kit was £914.48 and in addition there was a £40.00 installation charge.

**Council Decision:** The expenditure of £954.48 for a new notice board was unanimously approved, Cllr. Atkins would hold a spare key to the board and the board would be added to the Council's insurance.

**15/56. Renovation of Parish Council Website**

There was a brief verbal report on progress of the renovation of the Council web site.

Previous discussions had:

- Established the Sharepoint software was no longer supported
- Confirmed that the Council was minded to stay with Upper Bridge Enterprises
- Explored ways of improving communications and assist the Clerk
- Undertaken research and brainstorming ideas

The Code of Recommended Practice on Local Authority Publicity had been circulated for member's information and was noted.

**15/57. Verbal Reports on Village Organisations**

- ESCC SLR Highways- it was confirmed that the next meeting was to be held on 14<sup>th</sup> April.
- Chailey School- it was noted that the School had attained excellent achievements following a recent report.

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**15/58. Items for Information and Future Discussion:**

- Cllr. Olbrich advised he was meeting with Ms Kybert and Mrs Gunes regarding the future of Chailey Youth Group.
- Cllr. Avery reported a blocked gully at Cinder Hill which would be considered at the ESCC Highways meeting.

**15/59. Correspondence for Noting and Response:**

- The list of correspondence was circulated and noted.

**15/60. Risk Implications including Crime and Disorder Act 1998 Section 17: None.**

**15/61. Confidential Information – Exempt items:**

**❖ Clerks Contract of Employment**

Cllr. Griffin 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 9.45pm to complete discussion of exempt items and the Clerk left the meeting.

**15/62. Confidential Matters**

Councillors discussed the Clerk's resignation and agreed that the Council needed professional opinion. Cllr. Olbrich proposed which was seconded by Cllr. Millam that the Council take legal advice.

The Meeting was re-opened to confirm:

**15/63. Date of next meeting of Full Council:** The date of the next meeting was confirmed as Tuesday 28<sup>th</sup> April 2015 at 7.30 p.m. The meeting closed at 9.50pm.

**Signed:**

**Chairman**

**Date:**

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