



**Chailey Parish Council**  
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**Minutes**

**A meeting of the Annual Meeting of the Full Council was held on Tuesday 18<sup>th</sup> May 2021 at St Peter's Church, Chailey Green.**

**Present:** Chair: Cllr. K. Jordan  
Cllrs. S. Avery, N. Belcher, E. Berry, M. Cornwall, M. Evans, M. Lethem,  
J Millam, P Olbrich, R. Penfold, J. Tregenza

**Public present:** Mrs J Baillieux and Ms K Ellis.

**In attendance:** Mrs B. Newell (Clerk).

**21/072.Apologies for absence:** None

**21/073.Declarations of interest:** None

**21/074.Questions/comments from members of the public:** Mrs J Baillieux, Chair of the Board of Trustees, Andros Almshouse Charity and her colleague Kate Ellis attended the meeting to discuss item 14 on the agenda. Cllr Jordan, invited Mrs Baillieux to speak:

Mrs Baillieux informed members of the Council that her attendance at the meeting was to support the motion proposed by the Chair of CPC that the Council no longer oppose the removal by the Charities Commission of its right to nominate a Trustee to the Board of Trustees of the Andros Alms Houses. Mrs Baillieux went on to say that the Board of Trustees' duties are to serve the residents of Grantham Close and to honour and continue the work, obligations and enthusiasm carried out by previous founding members of the charity. Mrs Baillieux stressed the importance of maintaining good relations between the Andros Alms House and the Parish Council and the Trustees are willing to give regular reports to CPC on matters regarding Andros.

Cllr Jordan moved to item 14 on the agenda.

**21/075.Relations with the Board of Trustees of Andros Alms houses:** In accordance with the provisions of Section 9.2 of the Standing Orders of the Council, Cllr Jordan notified the Proper Officer in writing on 28<sup>th</sup> April of his intention to move the following motion on 18<sup>th</sup> May: **Chailey Parish Council no longer opposes the removal by the Charities Commission of its right to nominate a Trustee to the Board of Trustees of the Andros Alms Houses:** Cllr Jordan asked for a seconder for this motion, which was given by Cllr Belcher. Cllr Jordan gave a thorough explanation to the Council to justify his reasons for the motion and after a short deliberation, Cllr Olbrich proposed that the Council made an amendment to keep the option open and to have the right to nominate. It was agreed therefore that

Chailey Parish Council continues with its right by the Charities Commission to nominate a trustee to the Board of Trustees of Andros Alms Houses. It was also agreed that there would be no nominee at this time, to be reviewed in twelve months and that the Parish Council will improve its relationship with Andros Trustees by working together in nominating and appointing any future trustees.

It was agreed therefore that Chailey Parish Council continues to oppose the removal by the Charities Commission of its right to nominate a Trustee to the Board of Trustees of the Andros Alms Houses. Proposed by Cllr Olbrich, seconded by Cllr Lethem, eight were in favour, three abstentions.

The Council went on to agree that they would not utilise this power at least until the next Annual Meeting of Chailey Parish Council when the situation will be reviewed. All were in favour.

Cllr Jordan thanked Mrs Baillieux and Mrs Ellis for attending the meeting and concluded that he and the Council look forward to a harmonious working relationship.

**21/076. Items considered as a matter of urgency:**

- In February this year, Highways made a request to CPC that they remove branches that are overhanging a stretch of the A275 (East Grinstead Road). CPC agreed that the Clerk should contact Dan Lillywhite (tree surgeon) to undertake the works. Mr Lillywhite has since spoken with Cllr Millam and advised that it would be better to use a tractor with a flail cutter; this would cut down on time and costs. CPC agreed to this suggestion and Cllr Millam will arrange for works to be carried out. Action Cllr Millam.
- The Clerk has been informed that 10 or more Yurts have been put up in a field on Tompkins farm. This has been reported to LDC for them to investigate whether it is a breach of planning or not. Cllr Olbrich during the meeting said that the owner of Tompkins farm has placed the Yurts within the planning boundary, therefore this may be acceptable to Lewes. Action with LDC.

**21/077. To agree the Minutes of the virtual Full Council meeting held on the 20<sup>th</sup> April 2021 and to agree the Minutes of the virtual Annual Meeting of the Council (Election of Chair and Vice-Chair) held on the 4<sup>th</sup> May 2021:** The minutes of the Full Council meeting held 20<sup>th</sup> April were agreed as being true and accurate. Proposed by Cllr Berry, seconded by Cllr Tregenza. All in favour. The Minutes of the Annual Meeting of the Council held 4<sup>th</sup> May (election of Chair and Vice Chair) were agreed as being true and accurate. Proposed by Cllr Avery, seconded by Cllr Lethem. All in favour.

**21/078. To receive and if thought fit approve the financial reports for April 2021.** Current account balance closed at £126,624. The first half of the precept has been received (£34,194). The Council have also received £21,295 in CIL monies which relates to LW/18/0800, the Glendene development in North Chailey. Council was reminded that they should be using CIL monies on suitable community-based projects. Clerk to establish the initial CIL funds received in 2017. LDC do have the right to take CIL monies after 5 years if not used, although this would be unlikely.

Financial reports for April were proposed by Cllr Evans and seconded by Cllr Avery. All in favour.

**21/079. To consider appointments to Council Committees and to represent the Council on outside bodies and village and other organisations:** There are a few

minor changes to be made which the Clerk will address. There was some confusion as to who the Chair of Chailey Windmill Advisory Committee is, Clerk to find out. The Neighbourhood Plan under Posts of Responsibility can be removed.

**21/080.To agree the dates of Full Council and Planning & Environs Committee meetings in 2022:** The Council agreed the dates set out by the Clerk. All meetings until further notice will be held at St Peter's Church.

**21/081.To review and if thought appropriate amend/approve the Council's Standing Orders:** Cllr Avery referred to page 6, 3.2 xxiii and asked if the word "unprecedented" could be replaced by "extraordinary". Clerk to re-draft sentence. Clerk to remove reference to the European Union on page 17, 18.6 and bring back to a future meeting for approval.

**21/082.To review and if thought appropriate revise the Council's Financial Regulations:** Regulations agreed without amendment.

**21/083.To review and if thought appropriate revise the terms of reference for the Personnel Advisory and Planning & Environs Committees:** Both Terms of References agreed without amendment.

**21/084. To receive a report on the Council's insurance arrangements for 2021/22:** The Clerk reported that she had received the renewal papers. The Council have a three year arrangement with Axa that began in 2019. The overall insurance value of assets this year has increased by 16.7%. This is due to the recent reinstatement valuations of the freehold and leasehold buildings.

**21/085.Cllr Jordan to update members of the Council on the referendum results of the Chailey Neighbourhood Plan:** The NHP has been approved. 817 voted for the plan, 173 voted against, and there were 22 spoilt ballot papers. The Plan will be formally "made" (or adopted as part of the Development Plan) on the 27<sup>th</sup> May. It does now have full weight in terms of decision making on planning applications from the date of the referendum. Cllr Jordan took the opportunity to thank all those involved with the Plan; it was a tremendous achievement by the village, the Steering group, and the Council. Cllr Jordan proposed that in the minutes we move a vote of thanks to Jack Cranfield for all the superb effort and hard work that he put in to drawing up the NHP. Seconded by Cllr Evans. All in favour.

Cllr Avery suggested that the Council should begin to think about revising the NHP. The Council agreed that this should be noted and will wait to see the implications of the Government White Paper.

**21/086.Council to review the tree risk assessment undertaken by Mr Owen Allpress and to consider appointing a tree surgeon to carry out works on trees that may require attention:** There are some trees in the report (on Council owned land) that will require attention in the next 6 months and some trees that will require work in the next 12 months. The Council agreed for the Clerk to contact Dan Lillywhite to quote on those trees that will need attention. Proposed by Cllr Belcher and seconded by Cllr Avery. All in favour.

The report also mentions that the parking of vehicles on kerb sides beneath trees at Downsview will compact the ground and kill the roots, accelerating tree decline. Cllr Olbrich said that the Council do not own the kerbs and are therefore powerless to stop people from parking there. The Clerk will, however, write to those residents to point out what has been said in the report.

Cllr Belcher has concerns about areas of the Common that has trees overhanging the A275 and A272. CPC have considered the danger that these trees may pose to passing vehicles but remain unclear as to who is responsible for the maintenance of the trees. Their belief is that it is LDC. LDC disagree. Cllr Penfold proposed that CPC consult with a Solicitor to prepare something that says LDC are responsible for the trees on the Commons and that it is not the responsibility of CPC. Cllr Penfold to investigate further and seek quotes.

**21/087.Cllr Evans to raise the matter of the junction at Mill Lane/A275 and discuss possible installation on the A275 of amber flashing lights at School crossing times:** CPC had confirmed at a previous meeting that they do not wish to proceed with a pedestrian crossing on the A275/Mill Lane. The suggestion of introducing a 30mph on that stretch of road has been put forward to Highways, who do from time to time consider different speed limits to roads.

Another suggestion is to put up amber flashing lights at School crossing times which would be active during School start and end times. Cllr Evans proposed that the Council invite Highways to investigate this, and that CPC pay for a Feasibility Study and pay to have the lights installed depending on the costs. Seconded by Cllr Olbrich. All in favour.

To note, Cllr Lethem suggested as a useful and additional measure whether Highways could also look at flashing speed signs (as situated at the Primary School). Cllr Evans thought that if CPC commissioned a Feasibility Study, then this suggestion might be feasible.

**21/089.Council to confirm rights of access to the owners of Broadwater House across Common land owned by Chailey Parish Council:** The Clerk has received a letter from the Solicitors of Mr & Mrs Yeowart who are purchasing Broadwater House on Warrs Hill. The property is accessed by a track across Chailey Common which is owned by CPC. Clerk to write to Mr & Mrs Yeowart (and Solicitor) giving CPC agreement to rights of access and at the same time suggest that if they require a more formal and permanent agreement then to ask for their Solicitors to draw up an agreement at their cost.

**21/090.To renew the Tenancy at Will document for the Sports Club:** CPC agreed to renew the tenancy. Clerk to action.

**21/091.To continue review of the Council Asset Inspection list and to consider those areas that require work and seek appropriate quotes:** There are some assets in the village that now require repairs/maintenance. Clerk to begin seeking quotes.

**21/092. Council to consider priority requests raised by the New Heritage Management Committee on:**

- **Installation of mirrors opposite development to minimise accidents at the junction** – Cllr Lethem along with Cllrs Berry and Evans had met with the New Heritage Management Committee to review options to be put forward for S106 monies. One item that has been put forward is the installation of mirrors opposite the entrance of the New Heritage which would improve the site lines at the junction. The land in question is owned by CPC who confirmed that they do not object to the mirrors being installed on the land.

- **Works requested to trees situated on the Council owned land on Warrs Hill Road:** Currently, the trees are obscuring the site lines and need cutting back - To be discussed at next month's meeting as a consideration for the use of S106 monies.

The joint Working Group that was recently set up between CPC and the New Heritage Management Committee agreed to identify projects that could be funded from the S106 monies, which is in the region of £135,000. One project is to extend resident parking at the development - Cllr Millam provided Cllr Berry with the contact details of DrivePoint who may be able to provide a quote for the work. It is anticipated that funding for this project will come from the S106 but there are no formal arrangements in situ as to how this can be done. The Clerk will liaise with Leigh Palmer from LDC and try to establish a process that would allow CPC to authorise expenditure from the S106 monies.

**21/093. Cllr Lethem to update the Council on Eton land project:** A meeting was held with a representative from CPRE. CPRE feel that the planning regime so far has been influenced by lobbyists, most of whom are wealthy land speculators, who have a keen interest in bringing forward green field sites for development rather than brown fields sites. CPRE have been actively pursuing discussions with our MP and LDC .It now transpires that discussions between LDC and the developers from Eton have been in progress for over a year. The key points that CPRE are strongly advising is that Parish Councils work with their District Councillors – to that end, it was suggested that CPC invite Sharon Davy to their next Planning meeting to discuss this issue. Clerk to arrange.

There will be another Eton project meeting in approximately two weeks' time to decide next steps.

**21/094. To thank Cllr Millam for his kind donation of the bench situated on the village green to commemorate all those that fought in both wars:** Cllr Jordan thanked Cllr Millam for his kind donation. The Council agreed that it looks splendid.

**21/096.To note and consider any implications arising from the Council's duty under section 17(1) of the Crime and Disorder Act 1998.** None

**21/097. Confidential information:** None.

**21/098. Next Full Council meeting: Tuesday 15<sup>th</sup> June 2021 at 7.30pm at St Peter's Church, Chailey Green, subject to developments of the Coronavirus.**

**Signed:**  
**Chair**

**Date:**