



Chailey Parish Council
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Minutes

A meeting of the of the Full Council was held on Tuesday 15th June 2021 at St Peter's Church, Chailey Green.

Present: Chair: Cllr. K. Jordan
Cllrs. S. Avery, E. Berry, M. Evans, M. Lethem, P Olbrich, R. Penfold.

Public present: None.

In attendance: Mrs B. Newell (Clerk).

21/099.Apologies for absence: Cllrs Tregenza, Belcher, Millam and Cornwall.

21/100.Declarations of interest: None

21/101.Questions/comments from members of the public: None.

21/102.Items considered as a matter of urgency: None.

21/103.To agree the Minutes of the Annual Meeting of the Full Council held on the 18th May 2021: The minutes of the Annual Meeting of the Council were agreed as being true and accurate. Proposed by Cllr Berry, seconded by Cllr Penfold. All in favour.

21/104.To receive and if thought fit approve the financial reports for May 2021: Current account balance closed at £123,524. Outgoings for the month were just over £9K, £3,714 of which was for the annual insurance premium. Income received was £6,029, £5,989 of which is a VAT return. Financial reports for May were proposed by Cllr Olbrich and seconded by Cllr Lethem. All in favour.

21/105.To consider the report of the Internal Auditor for 2020/21:
The Clerk reported that the Internal Auditor made his inspection on the 1st June 2021. In summary, the Internal Auditor confirmed that his checks had shown that matters are being dealt with in a professional way by the Clerk. He noted that the Risk Management and Assessment documents had been updated by the Clerk after his report on these matters in the previous year. The next task is to update the Asset Register, which the Clerk will work on in the following months.

21/106.To review and if thought fit agree the Annual Governance statement for 2020/21: The Clerk referred Councillors to the statement circulated with the agenda. The completed statement will form part of the Council's Annual Governance and Accountability Return. Cllr Olbrich proposed, and Cllr Lethem seconded a motion that the annual governance statement should be approved and sent to the external auditors.

21/107.To review and if thought fit approve the accounting statements for 2020/21

The Clerk referred to the accounting statements which would form part of the Council's Annual Governance and Accountability Return.

The Clerk had provided the Council with an explanation of variances prior to the meeting. Cllr Evans proposed, and Cllr Berry seconded a motion that the accounting statements be approved. All in favour.

21/108.Council to review initial CIL funds first received in 2017: Cllr Jordan reminded the Council that if CIL funds are not spent within 5 years of receipt, then the local authority is at liberty to take back the funds. The first set of CIL monies received by CPC were in 2017 totalling £21,037. These remain unspent by the Council and will expire in 2022. The Council therefore need to think of where the funds could be spent that would improve the infrastructure or anything else that is concerned with addressing the demand that developments place in the area. Cllr Jordan therefore invited Council members to put forward to next month's meeting ideas on how the money can be spent.

Cllr Evans had approached the Chair the day before the meeting to ask the Council if they would consider at this meeting spending £6,000 of the CIL monies on developing a parking area at Chailey School. One of the main issues the School has always had is parking when there is an event, parents have to park on Mill Lane which upsets the inhabitants who live on the road. The former School building, now demolished, will be replaced by a grassed area. It has been suggested that this area should in fact be constructed as a cellular grassed paving, thus permitting occasional parking at major School events eg. Open Days, Parents' Evenings etc. This has been accepted by the Department of Education to whom the contractor on site has quoted £112,000. The DofE will pay £60,000, the School is putting forward £40,000, the contractor has offered a discount which leaves a gap of £6,000 to fill. The reason for Cllr Evans' pre-emptive bid was because the contractor required affirmation before the end of term.

The Parish Council in the first instance were startled by the contractor's quote, feeling that it was extremely expensive for such a job, and would have preferred to have had more details in advance of the scheme. Cllr Berry raised the difficulty of considering this bid without documentary evidence and without a formal record on the agenda and without considering other bids which Cllrs may have. Cllr Jordan suggested that if the motion was not considered that evening, as Chair he intended to use the Scheme of Delegation to achieve the same end.

Cllr Evans proposed that the Parish Council pay £6,000 of CIL monies towards the costs, seconded by Cllr Avery. Five were in favour, two abstained.

Cllr Jordan said that the remaining amount of the 2017 CIL monies should be discussed at the July meeting. The Clerk will need in writing 10 days before the meeting (20th July) a description of projects that Councillors wish to put forward with quotes. The Clerk will also circulate as soon as possible the CIL expenditure criteria.

Cllr Berry went on to say that the Management Committee at the New Heritage Way had recently discussed the footpath that leads from the Heritage to Banks Road – (this had come up under their health and safety review). The pathway is in poor condition and is no longer safe to walk on. A quote for £2,300 has been received by the New Heritage to make good and improve the footpath. Cllr Berry has asked for

this to be considered as part of the 2017 CIL funding and will bring forward to next month's meeting for the Council to make a decision.

Cllr Penfold expressed that CIL monies are for the community and the community should be consulted on where they would like the money spent. He did not feel that the Council should be making representations on what they would like to spend the money on. He felt that a consultation exercise with residents should be undertaken. This would have been raised at the Annual Parish Meeting if Covid restrictions had not been in place. Cllr Jordan pointed out that it is just the CIL monies received in 2017 that has a time limit on it and therefore needs prompt discussion on where it can be spent before expiry in 6 months' time. Nevertheless, Cllr Penfold made the point that residents may not be comfortable with Councillors deciding how to spend the money without formal consultation and that there should be a criterion on how it is spent. Cllr Jordan will ensure that villagers know that the Parish Council are taking serious decisions on the expenditure of CIL monies that otherwise would have been discussed at a parish meeting.

Cllr Jordan referred to section 3.3 of the Neighbourhood Plan; Non-Statutory Community Aspiration which contains a list of things that could be done in the village, and this list should be remembered when members of the Parish Council put forward their suggestions for the expenditure of CIL funds. Clerk to circulate the list to members of the Council when sending CIL criteria.

The remaining CIL money which is not under a time pressure could be discussed at next year's Annual Parish Meeting.

To note – since this meeting was held, the Clerk has taken advice from ESALC who have said that the decision taken at the meeting regarding transfer of CIL monies (£6K) to support the School car park required written notice on the agenda in keeping with 9.2 of the Standing Orders. The decision taken therefore at this meeting on this subject is invalid. The Council have been advised to call an Extraordinary meeting to consider the transfer of funds from the 2017 CIL receipts to the car park.

With regard to S106 monies, which is a separate issue; this money is being held by ESCC but the authority of spending the money lies with LDC who cannot agree to the allocation of the funding until ESCC agree that they can fund exploratory work that the New Heritage and CPC have in mind. Despite Cllr Evans, the Clerk, Cllr Davy, and the New Heritage writing to Lewes / ESCC, they still do not have an answer. Clerk to chase. It was agreed that once an answer has been received from LDC/ESCC, then the Parish Council must draw up a list that suits S106 criteria and prioritise the New Heritage and wider parts of the village where the money can be spent.

21/109.Cllr Avery to update Council on Parish Council Land Holdings: Cllr Avery explained that Cllr Olbrich has been doing a lot of work on the Council land holdings. Cllr Olbrich has identified all the land that we believe the Parish Council own. Some has been registered with the Land Registry, some has not been registered, some areas of land have doubt as to whether a Deed is showing on if we own or not. Cllr Olbrich identified 5 separate areas of land (listed below) the status of which remains unclear (although CPC believe that they do own the land).

- Rowheath
- The Pump House

- Strip of Common land running along south side of Haywards Heath Road
- Common land bordering Downsview road.
- Common land extending along the west side of the A275 from the corner of Beggars Wood Road to St Peter's School (*Clerk to check with Highways to see if they own this strip of land*)

The Solicitors have quoted between £5,000 to £10,000 to have the above areas of land formally and legally registered.

Cllr Avery pointed out that Markstakes Common is not registered to anyone.

The Solicitors now have in their possession a box of Deeds which Cllr Olbrich will collect and go through. This item to be brought back to next month's FC meeting.

21/110. To review Mrs Elizabeth Mumford's complaint of people parking on green area opposite football pitch on Cinder Hill: Noting item 21/109, this land (Rowheath) is one of the areas of land that the Council believe they own but is not registered.

The Council would encourage that people park on the designated parking area accessed by going down the road at Wilding Farmhouse. There is no current signage, Clerk to arrange for a sign to be put up to discourage people from parking on the green outside Mrs Mumford's house and for a sign to direct to the alternative carpark. Clerk to liaise with Mrs Mumford and the Council will review this situation again at a later date.

21/111. To consider a request from a resident in South Chailey for a bench to be situated in the layby opposite Mill Lane: The Clerk has been approached by Mr Matt Stevens to ask if the Parish Council would consider placing a bench in the layby opposite Mill Lane. This is for people to use as a resting place, possibly when walking back from the shop, whilst waiting for the bus and to sit at when waiting for the fish and chip van. Cllr Avery said that there was already a bus shelter with a seat in the layby and did not see the reason to put extra seating there. Cllr Berry reminded the Council that the suggestion of moving the defunct telephone box located by Swan House to the layby had been considered. The idea was to turn the Telephone box into a mini library. Cllr Berry suggested that both the telephone box and the bench be discussed again at the next meeting. In the meantime, the Clerk will contact Cllr Millam to ask if he is able to shift the telephone box (it may also require planning permission if moving). Cllr Berry suggested costs for the bench and turning the Telephone box into a library could be met with the 2017 CIL monies.

NB – Clerk to notify BT that two panels of glass are missing from the telephone box located near to the Reading Room.

21/112. To consider correspondence received by Cllr Avery from Mrs Mutter with regard to a new footpath on the A275 in South Chailey: Cllr Avery received an email from Mrs Denise Mutter regarding local footpaths. Discussion took place on the footpath that runs parallel with the A275 and the possibilities of improving its safety or putting in a wider footpath. The Council concluded that it would be better to meet with Mrs Mutter. Clerk provide Mrs Mutter's contact details to Cllr Lethem.

21/113. To receive verbal reports from Councillors on their area(s) of responsibility and/or on their involvement with village organisations:

- Cllr Berry told members of the Council that the Repair Café had its first session at the Church on Saturday 12th June. Forty repairs were undertaken on the first day. The Repair café have taken the decision to currently only do repairs that can be completed quickly on the day or otherwise to take the items home for repair. £275.00 was taken in donations.
- Cllr Olbrich has been in touch with Complan play specialists. Cllr Olbrich hopes to meet with a representative at Rowheath to discuss a potential play area.
- Cllr Lethem reported that the Eton inter-Parish Council group had a zoom meeting with Maria Caulfield. Cllr Lethem was unable to attend but has seen the notes from the meeting; Maria has reiterated her opposition to the project and will call in with the Secretary of State. There remains conjecture over the housing target figure for the Lewes district. LDC are using the increased target figure which Maria Caulfield disputes. Cllr Lethem, Cllr Jordan and the Clerk will be meeting with Cllr Sharon Davy next week to discuss Eton.

21/114.To note and consider any implications arising from the Council's duty under section 17(1) of the Crime and Disorder Act 1998. None

21/115.Confidential information: None.

21/116.Next Full Council meeting: Tuesday 20th July 2021 at 7.30pm at St Peter's Church, Chailey Green, subject to developments of the Coronavirus.

Signed:
Chair

Date: