



Chailey Parish Council

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Minutes

A Meeting of Full Council was held on Tuesday 19th June 2012 in the Reading Room, Chailey Green, commencing at 7.50 p.m.

Present: Cllr. D. Cranfield (Chairman).
Cllrs. P. Atkins, M. Evans, S.Griffin, J. Millam, P. Olbrich, L.Waller (until 9.30pm).

Public present: Five

In attendance: V. Grainger (Clerk).

12/76. Apologies for absence: Cllrs. D. Cowan, J-P Ellis, J. Tillard, R.Trussell

12/77. Declarations of interest: None.

12/78. Questions from members of the public: Ms G Kybert and members of the Chailey Youth Group attended to comment on agenda item 6: concerning additional expenditure. Mr H Thwaites attended to comment on agenda item 6: relating to Chailey Parish Hall.

12/79. Items considered as a matter of urgency: None.

12/80. To agree minutes of Full Council Meeting held on Tuesday 22nd May 2012: The minutes were **Agreed** and signed as a true record of the Full Council meeting held on 22nd May 2012,(Council resolution 12/249).

12/81. Period 2012/13 - items of additional expenditure to be considered:

- i) **Grant To Chailey Youth Group:** The Council had previously discussed granting additional funds to the Youth Group, as other funding sources had been withdrawn. Ms Gemma Kybert Youth Leader and three members of the group attended to explain the activities, benefits of and present financial pressures faced by the group. Ms Kybert provided a copy of the AGM report which outlined the background of the group and detailed the costs incurred. The group provided opportunities to learn new skills and had resulted in positive outcomes for young people of Chailey. 75/80% of young people attending came from disadvantaged backgrounds and some from very affluent backgrounds. East Sussex Council for Voluntary Youth Services had evaluated the group (a copy of the report was provided). This report emphasised the positive attitude of volunteers and young people. Despite these positive aspects securing sufficient funding had been a real issue, with expenditure being incurred and funding applications subsequently being declined.

Councillors had a number of questions for the group members:

Cllr. Evans commented that outings for the group seemed to equate to about half of the total costs and queried whether these outings were essential. Ms Kybert explained that the Parish Hall wasn't always available and outings provided young people with the opportunity for team building and to try things that they would not ordinarily have the chance to do.

Cllr. Griffin queried the number of times in the year that the group met and whether volunteers from the Village could be enlisted to provide some of the activities. Ms Kybert explained that she had advertised for volunteers to serve on the CYG Committee but no one had come forward. Cllr. Olbrich commented that the young people present should be invited to give their views about what was needed. It was explained that outings once every two months provided the opportunity to meet up with other groups and meet new people. A week-end camping trip was planned by teaming up with the Albermarle Youth Group in Haywards Heath.

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There were further questions about the total funding required to keep the club going and the current contribution made by Chailey Parish Council towards the hire of the Parish Hall. It was acknowledged that young people had made the effort to attend the meeting and explain the positive aspects of the activities on offer. It was commented that young people could do some fund raising themselves and this might encourage residents of the village to offer their support. It was proposed that a grant of £3,300 should be agreed to cover the minimum number of sessions required (in addition to the cost of the hall hire).

It was resolved that a grant of £3,300 would be awarded in addition to hall hire costs being met directly by the Parish Council, (resolution 12/250). In addition East Sussex County Council and Lewes District Council would be approached to match the funding to ensure the continuation of the group.

ii) Chailey Parish Hall – car park improvement

Mr H Thwaites attended to explain the background to proposed improvements to the Parish Hall car park. At present Lewes District Council use the car park to collect recycling bins. It is proposed that cardboard recycling bins should be added. The rear car park surface is only partly tarmac at present. Julia Black Lewes District Council Recycling Officer (Operations), had reviewed the location of the bins and the car park surface. There were several options proposed including the resurfacing of the rear car park to ensure it is suitable for recycling Lorries, at an estimated cost of £17,000. It had been suggested that the Parish Council might contribute towards the cost of the resurfacing work. The Parish Hall Committee wished to ascertain the Parish Council's views on making a contribution.

Cllr. Millam explained that to his personal knowledge there would be no need to excavate the rear car park, as the hard core underneath was more than adequate for the application of tarmac. Cllr. Evans concluded that the car park was adequate for Parish Hall users but not for Lewes District Council's purposes. It was proposed that the Council should make no offer of contribution as this was a Lewes District Council requirement and responsibility.

It was unanimously resolved that there should be no offer of contribution towards the upgrade of the Parish Hall car park. Mr Thwaites thanked the Council for their consideration and confirmed he would advise the Parish Hall Committee of the Council's decision.

iii) Parish Council Maintenance

The Parish Council is responsible for minor maintenance work in the Village and repairs to street furniture etc. At present some of this work is completed by members of the Council and the Clerk; some by external contractors. It was noted that some Parish Council's employ grounds/handyman staff member to undertake routine duties such as minor repairs and grounds work such as litter picking/ hedge trimming. This prevents the necessity of obtaining quotes for small repair/grounds work and ensures that someone is available to respond to practical issues. There were three options to consider:

- 1) Make no change and continue to obtain quotes for work when necessary. Councillors/staff to respond to emergencies.
- 2) Agree a contract for the routine work and remit payment as and when work completed.
- 3) Employ a staff member on similar lines to the Reading Room cleaner, with set hours each week.

There was concern that an employed staff member would have financial implications such as increased employers liability insurance and other add-on costs. It was agreed that the Personnel Advisory Committee would meet to consider the matter in more detail and would report back to Full Council.

12/82. Reports from Council Representatives on Village Organisations:

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Cllr. Evans advised the ESCC Highways liaison meeting would now be held on 3rd July and agenda items were requested. Similarly the Commons Management Group was due to meet on 10th July and items for the agenda were requested.

Queen's Jubilee Ornamental Map

Cllr. Evans confirmed that the map was due to be printed within the next two weeks. It was now necessary to confirm the method of distribution of the map. It was suggested that a voucher would be distributed with Chailey News. The voucher could then be exchanged for a map at various collection points. Councillors could then deliver maps to those unable to get to a collection point e.g. the elderly or housebound. It was **agreed** that vouchers should be printed. Additional copies of the map would be sold at a cost of £5.00 each. It was suggested that the map would also make a good design for a tea towel and prices for this would be sought.

Lewes District Association of Local Councils

Cllr. Cranfield advised that he had attended the meeting of LDALC on 18th June Ringmer Parish Council- presented an outline of the proposed Neighbourhood Plan. East Chiltington Parish Council had highlighted that amendments to plans had not been circulated which prevented the Parish Council from making informed decisions on planning applications and that reasons for decisions were not always made clear. Lindsey Frost (Director of Planning, Lewes District Council) had made a presentation regarding the Community Infrastructure Levy.

12/83. Review of Representatives of Outside Bodies and Positions of Responsibility.

The Council had previously agreed representatives and positions of responsibility for most posts. Since his appointment as Chairman of the Council, Cllr. Cranfield had also continued to act temporarily as member for Finance. Some members had been absent from the relevant Council meeting when the member for Finance had been discussed. It was proposed that Cllr. Cowan (in his absence) should assume the responsibility of Member of Finance. The Chairman agreed to speak to Cllr. Cowan.

12/84. Finance Reports to Council

i) Financial Summaries for May:

The financial report for May was circulated indicating a balance of £75,520.62 in Barclays Bank Community account as at 31st May, with three un-presented cheques totalling £2,282.46. The Barclays deposit account balance was £75,000.00. The first payment of the precept of £24,000 had been received, expenditure to date totalled £13,855 (2012/13) leaving an operating surplus of £12,171.

ii) Approval of Expenditure: The list of payments for May was circulated and approved.

iii) Annual Return 2011/2012 and Auditors report.

The Internal Auditor had completed his inspection of the accounts for 2011/12 and a copy of his report had been circulated. The report confirmed that test checks had been completed on each of the ten objectives of internal control. The report confirmed that during the financial year no matter had arisen which should be brought to the attention of Members of the Council. The Auditor had signed the Annual Return and this was due for submission to External Auditors by 4th July. The Parish Council had approved the return in May and duly noted and approved the Auditors report.

12/85. Draft Parish Council Grants Policy

The first draft of the Council's Grants Policy document has been circulated. It was **agreed** that the policy would be considered by Councillors for amendment/agreement at the next Full Council meeting.

12/86. Correspondence for noting and response:

The listing of correspondence received was circulated and noted.

12/87. Items for information and future discussion:

- The Pump House – work was still in hand to convert this for use as a bus shelter.

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- Flag Pole- Cllr. Olbrich advised that he was obliged to assist in raising the union flag for the Queen's Jubilee celebrations. It had been commented that the wrong type of rope had been used when it was replaced. It seemed though that the flag could be raised/lowered with care.
- Bluebell Railway- Cllr. Olbrich highlighted various training and young enterprise schemes supported by the Bluebell Railway which encouraged young people to develop a range of skills, from catering to engineering. This work was worthy of the Parish Council's support.
- It was confirmed that Small Community Grants (and Grants Policy) would be discussed at the next Council meeting.
- Cllr. Millam highlighted the need for residents to be vigilant during the summer months in securing out buildings/property to prevent theft or trespass.

12/88. **Risk Implications:** None

12/89. **Implications to Crime and Disorder Act 1998 Section 17:** None

12/90. **Date of next meeting of Full Council: Tuesday 17th July 2012 at 7.30 p.m.**
The meeting closed at 10.00 p.m.

Signed:

Chairman

Date:

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