



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

**A Meeting of Full Council was held on Tuesday 16<sup>th</sup> February 2016 in the Reading Room, Chailey Green, commencing at 7.30pm**

**Present:** Cllr. P.Olbrich (Chairman).  
Cllrs. P. Atkins, S. Avery, R Barnard, V Harrison, K. Jordan, K. Matthews, J. Millam, A Scott.

**Public present:** none

**In attendance:** S Treharne (Clerk)

**16/017 Apologies for absence:** Cllrs. M. Evans, P. O’Conor.

**16/018 Declarations of Interest:** none.

**16/019 Questions/comments from members of the public:** none.

**16/020 Items considered as a matter of urgency:**

The Clerk reported that, following the recent high winds, he had received two reports relating to trees. Cllrs Millam and Olbrich reported that they had inspected the trees on Mill Lane and had determined that none was in danger of falling across the road. There are a few trees which are leaning but none appears to have moved recently. The Clerk was asked to contact the Ranger to ask her to take this up with Lewes DC.

Councillors noted that the Clerk had asked ESCC to look at the damaged branch on the footpath behind the Free Church in South Chailey. Cllrs Millam and Olbrich agreed to inspect the branch and to report on what needs to be done.

It was reported that green algae is present on the paintwork at the windmill. Cllr. Avery reported that the inside is very damp and agreed to research the cost of hiring appropriate dehumidifiers.

Councillors decided to defer consideration of the layby on the A272 in North Chailey until the next meeting of the Council.

**16/021 To agree the Minutes of the Full Council meeting held on 19<sup>th</sup> January 2016:** the minutes were approved without amendment and were signed by the Chairman.

**16/022 To consider and if thought fit approve financial reports for January 2016:** Cllr. Olbrich referred Councillors to the financial reports circulated with the agenda.

The Clerk reported that in December receipts totalled £415 and payments for the month were £2,813. Receipts for the year to date (excluding the precept and support grant totalling £48,840) were £3,413 and payments £43,088. Councillors' attention was drawn to the analysis of payments by category shown in the financial reports, to the detailed breakdown of the receipts and payments for the month and to the bank reconciliation attached.

Cllr. Millam proposed and Cllr. Olbrich seconded a resolution that the financial reports for January 2016 be approved and this was passed unanimously.

**16/023 To consider and if thought appropriate adopt a new Council policy on the handling of grievances:** Councillors were referred to the draft policy circulated with the agenda and Cllr Olbrich explained that it was necessary for the Council to have such a policy in place. It was confirmed that, whilst the decision of the Appeal Panel was final under the policy, that was only so far as the Council was concerned and an employee would still be able to take his/her case to the relevant Tribunal. The important thing would be to be able to demonstrate that the Council had in place a robust procedure which had been followed. Cllr. Olbrich proposed and Cllr. Jordan seconded a motion that the policy as circulated should be adopted by the Council and this was agreed unanimously.

**16/024 To consider the importance of the Council's policies, procedures and the Code of Conduct:** the Clerk led a discussion about having in place policies and procedures and the importance of following these at all times. Special reference was made to the Standing Orders, which set down many of the statutory requirements and other rules which Councillors and the Council must follow when undertaking its business, and the Code of Conduct which enshrines the seven principles of public life and sets out how Councillors are expected to behave. The Clerk stressed the need for all policies, procedures and codes to be followed and the necessity of being able to demonstrate this should a complaint be received.

A discussion ensued. Councillors' attention was drawn to the training opportunities offered by SSALC and they agreed that a "welcome pack" should be prepared for newly appointed Councillors so that they are aware from appointment of the Council's policies and procedures. The Clerk was asked to forward a copy of his notes to all Councillors.

**16/025 To receive a report on the Sports Pavilion:** a meeting had been held with representatives from the Sports Club but as neither of the Councillors who had attended that meeting was present no full report could be given. The Clerk reported that he had received from Cllr. O'Connor a list of the works that might be done within the Council's budget and that he had identified a Chartered Surveyor who could advise on the rebuilding cost for insurance purposes. The cost would be £100 and Councillors unanimously approved this expenditure.

**16/026 To consider a request from Chailey Heritage about using the car park at the Sports Pavilion:** the Clerk reported that an enquiry had been received from Chailey Heritage about using the car park as an overflow staff car park during the week for perhaps 20 cars. After a discussion, Councillors agreed that the possibility should be explored further and the Clerk was asked to take the matter forward and to report back to Councillors.

**16/027 To consider how the Council should mark the forthcoming birthday of H.M. The Queen:** Cllr. Avery noted that at one time two mature trees had existed on Chailey Green and he suggested that the occasion could be marked by planting a tree on the Green. Cllr. Millam suggested that a bench might also be placed. After a discussion it was agreed that these suggestions be taken forward. Cllr. Avery was asked to approach those living around the Green to obtain their views.

Cllr. Jordan suggested that the tradition of beating the bounds might be revived. Councillors noted that this would take a lot of organising. Cllr. Olbrich agreed to put Cllr. Jordan in touch with the previous organiser to see how this might be taken forward.

**16/028 To receive a report on the relocation of the parish office to the Reading Room:** Cllr. Olbrich and the Clerk informed Councillors of the progress made and, in particular, the need to replace the roof joists. The reasoning behind this had been set out in an email from the Chairman to Councillors dated 10<sup>th</sup> February 2016. Councillors agreed that this work (which it is now clear would need to have been carried out at some point regardless of the move of the Parish Office) should be undertaken.

The Clerk advised Councillors that, in his view, the additional works formed an extension to the existing contract with the builder and therefore under the Council's Financial Regulations it was not necessary to seek three quotations. Even if he were wrong about this, the Clerk considered that Councillors had good reason to disapply the relevant regulation (as they are able to do) on the grounds that to halt works whilst three quotes were sought would cause considerable delay halfway through the project, would cause additional cost maintaining the existing Scaynes Hill office and potentially lead to two contractors being involved in a small building contract. The existing contractor is on site and working well, and if he had to abandon the works whilst the Council decided who should do the roof works there could be further delays before the existing contractor could return to site. After a discussion, Councillors concluded that the additional works formed an extension to the existing contract and therefore they were able to move on to consider the estimate received. Cllr. Jordan proposed and Cllr. Olbrich seconded a motion that the estimate from RM Wickham & Sons of £3,210 to replace the rafters should be accepted and this was agreed unanimously.

The Clerk circulated a schedule showing the current financial position on the building works.

**16/029 To receive reports:**

- (1) **The Neighbourhood Plan:** Cllr. Jordan reported that the date for a public meeting had been fixed for 29<sup>th</sup> April 2016. Its purposes will be to launch the draft vision statement, to inform residents about the process and to seek volunteers to participate in the task groups that will be formed to take forward individual work streams. Cllr. Avery reported that he is waiting to receive the relevant documents to go on the website. The Steering Group is still considering to what extent outside help will be required and are conscious of the need to work within the funding that is available centrally and not to call on Parish Council monies. The Clerk was asked to contact Newick Parish Council to find out the latest position with the challenge to their plan.
- (2) **The path to the war memorial:** after a discussion Councillors decided that no works should be undertaken at present other than to clear away the grass that partially covered the existing paving stones. This would be done at the time that the Green is first mowed in the spring, following which a final decision would be taken.
- (3) **The pension fund deficit:** the Clerk informed Councillors that neither the Internal Auditor nor SSALC had been able to suggest someone who might be able to help. An approach to the Clerk's own pension advisor had been more fruitful and an actuary had been identified who may be able to help. Further details are awaited.

**16/030 To consider items of correspondence for noting and response:** The Clerk drew Councillors' attention to correspondence which had been received, a list of which was circulated. A report from PCSO Knowles was circulated to Councillors. The Clerk was asked to contact the organiser of the book swap boxes to see if use might be made of the telephone box in South Chailey.

**16/031 To note Risk implications:** none to note.

**16/032 Confidential information – exempt matters:** Cllr Olbrich advised Councillors that it was necessary this month to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 s1(2) in order to discuss one item due to its confidential nature. Cllr. Olbrich proposed and Cllr. Jordan seconded a motion excluding the press and public for the reason stated and this was passed unanimously.

**16/033 Next Full Council meeting: 15<sup>th</sup> March 2016 at 7.30pm.**

**Next Planning & Environs Committee meeting: 1<sup>st</sup> March 2016 at 7.30pm**

Signed: *Mark Evans*  
Chairman

Date: *15<sup>th</sup> March 2016*