



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

**A Meeting of Full Council was held on Tuesday 15<sup>th</sup> March 2016 in the Reading Room, Chailey Green, commencing at 7.30pm**

**Present:** Cllr. M Evans (Chairman).  
Cllrs. P. Atkins, S. Avery, R Barnard, K. Matthews, J. Millam, P Olbrich,  
P.O'Conor, A Scott.

**Public present:** Mr P Martin (for part of item 16/037 only)

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

**16/034 Apologies for absence:** Cllrs. V Harrison, K. Jordan.

**16/035 Declarations of Interest:** none.

**16/036 Questions/comments from members of the public:** none.

**16/037 Presentation by NPT Inspector Rob Lovell, Sussex Police:** Inspector Lovell gave a presentation on the imminent changes to the way in which PCSOs are organised in Lewes District. The changes, which will come into effect on 4<sup>th</sup> July 2016, will mean that PCSO's will work in small teams and individual named PCSOs will no longer be assigned to particular parishes. There will be an increased focus on crime prevention and some additional powers given to PCSOs. There will be three teams of four PCSOs working out of Lewes: the new team structure will allow for increased flexibility with resources being more easily deployed as circumstances demand.

A discussion ensued. Councillors enquired about crime detection and Inspector Lovell confirmed that where there is a chance of detecting those responsible an investigation would be carried out. He warned however that proportionality had to be considered and an investigation was not always possible where evidence was lacking. He confirmed that the changes to be implemented were permanent and not a trial run, but there would in due course be a post implementation review. Contact details would be provided to the Council once these had been finalised.

Cllr Evans thanked Inspector Lovell for his presentation and suggested that it might usefully be repeated at the Annual Parish meeting on 6<sup>th</sup> May 2016. Councillors and Inspector Lovell agreed and the Clerk was asked to forward details.

**16/038 Items considered as a matter of urgency:** The Clerk informed Councillors that a request had been received from ESCC Highways for the Parish Council to confirm that it had no objections to two speed humps being sited in the drop-off point opposite St Peter's School. This was to deter motorists who were unwilling to wait for the crossing lights to change and instead thought it appropriate to bypass the lights by driving through the drop-off point. Councillors considered the plan provided by ESCC and unanimously agreed that they had no objections.

**16/039 To agree the Minutes of the Full Council meeting held on 16<sup>th</sup> February 2016:** the minutes were approved without amendment and were signed by the Chairman.

**16/040 To consider and if thought fit approve financial reports for February 2016:** Cllr. Evans referred Councillors to the financial reports circulated with the agenda.

The Clerk reported that in February receipts totalled £72 and payments for the month were £6,090. Receipts for the year to date (excluding the precept and support grant totalling £48,840) were £3,485 and payments £49,178. 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. Olbrich proposed and Cllr. Avery seconded a resolution that the financial reports for February 2016 be approved and this was passed unanimously.

**16/041 To consider and if thought appropriate adopt revised Financial Regulations:** Cllr. Evans reminded Councillors that a draft of the proposed new Financial Regulations had been circulated for comment some time ago. The Clerk reported that a number of typing errors had been pointed out and corrected. One point remained outstanding relation to clause 11.5. The purpose of the clause was to ensure that Councillors are free not to accept any tender at all: this was an obvious safeguard against being forced to accept a tender when none received was acceptable. However, the Standing Orders (currently under review) contain more about the tendering processes to be followed and it seemed sensible to delete clause 11.5 and consolidate it with the other clauses in the Standing Orders. If, on review, it was thought appropriate for all matters dealing with tenders and procurement to be in the Financial Regulations, a revision to the Financial Regulations could be considered. The Clerk reminded Councillors that policies and procedures needed to be reviewed regularly in any event and there was no reason why periodic alterations should not be made.

Cllr. Avery raised a point in relation to clause 13.1 and thought that the words "or leased" should be inserted after "owned" in the second line. There may be other places in the proposed regulations where this addition might be appropriate.

Cllr. Olbrich proposed and Cllr. Avery seconded a motion (1) that clause 11.5 should be deleted, (2) that the remaining clauses of part 11 be renumbered as a consequence of this deletion, (3) that the words "or leased" should be inserted in clause 13.1 and elsewhere as similarly appropriate, and (4) that following these amendments the proposed new Financial Regulations should be adopted by the Council. This was agreed unanimously.

**16/042 To receive an update on the proposed change by Lewes District Council on the provision of planning papers:** Councillors considered the letter received from LDALC and thought it inappropriate for the Council to follow the suggestions made. Cllrs. Evans and Avery and the Clerk had attended briefing sessions at Lewes District Council on the change and on the use of the planning website. Despite protestations from around the District the change is being implemented on 1<sup>st</sup> April.

Councillors discussed the way forward. Once the new parish office is established with Wi-Fi, the use of direct links and a projector could be appropriate, although the way in which applications were presented and considered would need to change to fit in with the technology. The Clerk suggested that, for the time being, because of the far quicker notification process which was due to be implemented, he would know about applications far sooner than at present and he would be able to alert Councillors to these by email, before they appear on the agenda for the planning meeting. Councillors would then have sufficient time to review applications online and would therefore be better prepared for meetings. Whilst Councillors would be free to print off any documents from the LDC website, the acquisition of a new A3 printer would enable him to print off the key documents in colour so that these could be viewed by Councillors as at present. He advised Councillors that the planning officers at Lewes do not themselves print off everything but instead concentrate on the key documents, which in most cases are the design and access statement and the plans. The pack currently sent out to Parishes has been selective for some time and does not include all the documents submitted by the applicant.

**16/043 To consider a development in relation to the crossing at Mill Lane, South Chailey:** The Clerk reported that his attention had been drawn to an agreement under which a developer could be obliged to make a contribution of £10,000 toward the cost of a crossing. It was not clear what effect the receipt of such a contribution, if made, would have on the funding for the project and therefore whether there would be any reduction in the amount that Chailey Parish Council could be asked to contribute. The payment of the contribution, should it become due, was some way off.

The Clerk was asked to raise this issue with Cllr. Jim Sheppard to see if he could assist in finding out what is proposed. The matter should also be raised at the next meeting with Highways.

**16/044 To consider how the Council should respond to a consultation on ESCC's Draft Local Flood Risk Management Survey 2016-2026:** the Clerk drew Councillors' attention to the consultation. It was agreed that Councillors would consider what form the Council's response should take at the meeting of the Planning & Environs Committee on 5<sup>th</sup> April 2016. The Clerk agreed to circulate the email received and the necessary links.

**16/045 To receive a report on the Sports Pavilion:** the Clerk advised Councillors that the insurance arrangements were in place and could be implemented as soon as the legal document to bring the lease to an end has been executed. The annual cost of insuring the pavilion would be about £300.

A discussion took place about the involvement of Councillors in the project and the need to keep those charged with looking after the Council's interests fully informed. The possibility of establishing a formal sub-committee of the Council was discussed but it was decided to retain the existing arrangements under which Cllrs. Barnard and O'Connor represent the Council and report to the Full Council on a regular basis.

Cllr. Olbrich proposed and Cllr. Akins seconded a motion that, because of their direct involvement, the lease surrender document and the licence to occupy, both already agreed by the Council, should be signed by Cllrs. Barnard and O'Conor rather than by himself and Cllr. O'Conor. This was agreed unanimously.

Cllr. O'Conor agreed to convene a meeting with the Sports Club to be held as soon as practicable.

The Clerk reported that a first draft of the tender document had been prepared. This needed to be reviewed to ensure that it complies with the Council's procurement policies. The Clerk explained that the policies as described in the Standing Orders did not technically apply as the contract to be let does not exceed £60,000, but the procedure set down is one that could sensibly be followed. Councillors needed to note however, that if they decided to advertise the contract (as opposed to just sending it to a list of agreed recipients) it would need to be put on the Government's Contract Finder, opening it up to contractors far and wide.

After further discussion it was agreed that the contract should not be advertised. The Council preferred to use local contractors if it could. However, it was important that a proper open tender exercise should be gone through, and therefore a list of possible contractors should be drawn up with a view to sending the request for quotations to a more extensive list of contractors, and certainly to more than the minimum of three suggested by the Council's procedures.

The Clerk agreed to review the tender document, to make any preliminary changes and to circulate it in draft to Councillors. Councillors were asked to advise the Clerk of any contractors who could potentially be approached.

**16/046 To consider the use of the noticeboards in Chailey:** the Clerk reported that, until recently, he had been unaware of the existence of a noticeboard adjacent to the Horns Lodge. He had removed all the out of date notices and proposed that he should bring the noticeboard back into use. As is the case with the noticeboard at New Heritage, it is not big enough to allow draft minutes to be posted and therefore he proposed to post a notice referring those wishing to see Council minutes to the two big noticeboards, to the website and to the Parish Office. Agendas and other information would be posted as on the other noticeboards. The Clerk's proposal was agreed.

**16/047 To consider the condition of the layby on the A272 in North Chailey:** Councillors decided, because of time constraints, to defer consideration of the layby on the A272 in North Chailey until the next meeting of the Council

**16/048 To consider the proposal to plant an oak tree:** the Clerk referred Councillors to the comments received from residents on Chailey Green which, for the most part, were supportive of the proposal. Councillors confirmed that the project should proceed and Cllr Evans agreed to visit and take advice from English Woodlands and to make a proposal to Councillors.

**16/049 To receive a report on the relocation of the Parish Office to the Reading Room:** the Clerk reported on progress made with the building works. The roof had been renewed and much of the plaster boarding had been completed.

The Clerk circulated an up to date schedule of the works which had been commissioned and those which still needed Councillors' approval. After discussion, Cllr.O.Conor proposed and Cllr. Scott seconded a motion that the following estimates be accepted as additions to the existing contract with RM Wickham & Son:

- Replacement of the door (without glass) and works to the surrounding brickwork and boarding: estimate £1,786
- Works to the internal wall including supporting timber for damaged main wall plate: estimate £1,858

Councillors confirmed that a letter box should be provided in the new door and that the pathway slabs to the new door (as allowed for in the original estimates) should be laid but only after the agreement of the landowner has been obtained.

**16/050 To receive a report on progress in relation to the Warrs Hill footpath:** Cllr. Evans confirmed that the planned consultation would appear on the ESCC website in April. An article will appear in Chailey News and on the Council's own website.

**16/051 To receive reports:**

- (1) **The Neighbourhood Plan:** Cllr. Matthews reported that a meeting is to be held shortly with consultants who may be able to assist. Cllr. Evans reported that he had attended a useful roadshow organised by AirS. He warned that, despite the availability of grants, there was still likely to be a financial cost to the Council but how much depends to a large extent on the use of consultants and advisers. Cllr. Avery advised that he still awaiting information from the Steering Group for inclusion on the website.
- (2) **The damaged tree branch:** Cllr Olbrich reported that he would inspect this shortly.
- (3) **The works at Pelling Bridge:** the Clerk reported that he had identified a planning consent relating to the raising of the ground level in a field adjacent to Pelling Bridge and that this is most likely the reason for the works that have been going on in that area.
- (4) **The pension fund:** the Clerk informed Councillors that he has, with his adviser, found a way in which he can join the pension scheme. He will write to the fund seeking confirmation that, if he does join, the money demanded from the Council will no longer be payable.
- (5) **The algae and damp at the windmill:** Cllr Avery reported that calculations prepared by him suggested that a large dehumidifier would not be required. The likely cost of acquiring a suitable machine would be £200-£300. He was aware of a second hand machine that might be available. It was agreed that Cllr Avery would explore the possibility of the Council's borrowing this machine for a short time to see whether installing a dehumidifier at the windmill would help with the damp,

**16/052 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.

**16/053 To note Risk implications:** none to note.

**16/054 Confidential information – exempt matters:** Cllr Evans advised Councillors that the matter to be discussed would be carried over to the next meeting and that it was not 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).

**16/055 Next Full Council meeting: 19<sup>th</sup> April 2016 at 7.30pm.**

**Next Planning & Environs Committee meeting: 5<sup>th</sup> April 2016 at 7.30pm**

Signed: *Mark Evans*  
Chairman

Date: *19<sup>th</sup> April 2016*