



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

**A Meeting of Full Council was held on Tuesday 19<sup>th</sup> April 2016 in the Reading Room, Chailey Green, commencing at 7.30pm**

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

**Public present:** Mr J Cranfield

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

**16/056 Apologies for absence:** Cllr. R Barnard

**16/057 Declarations of Interest:** none.

**16/058 Questions/comments from members of the public:** none.

**16/059 Items considered as a matter of urgency:**

**Use of Chailey Green for a World War II event:** Councillors confirmed that they were content for this event to take place on the Green, including on land not owned by the Council.

**Annual Parish Meeting:** Councillors approved the draft agenda for the APM which will take place on 6<sup>th</sup> May. The Clerk listed those to whom invitations had already been sent and was asked to invite two further organisations. Cllr. Olbrich agreed to extend an invitation to Chailey Youth Group.

**16/060 To agree the Minutes of the Full Council meeting held on 15<sup>th</sup> March 2016:** the minutes were approved without amendment and were signed by the Chairman.

**16/061 To consider and if thought fit approve financial reports for March 2016:** Cllr. Evans referred Councillors to the financial reports circulated with the agenda.

The Clerk reported that in March receipts totalled £465 and payments for the month were £3,509. Receipts for the year to date (excluding the precept and support grant totalling £48,840) were £3,950 and payments £52,688. 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.

The Clerk referred Councillors to the more detailed comparison of receipts and payments against budget for the full year also circulated with the agenda. This would be considered further at the next meeting when the Council's accounts for the 2015/16 would be tabled for approval.

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

The Clerk asked Councillors to approve the setting up of two new direct debit arrangements, the first with EDF in relation to the electricity supply at the windmill and the second with the Information Commissioners Office in relation to the annual data protection registration fee. This was agreed by Councillors and the two forms were signed by Cllrs. Avery and Olbrich.

The Clerk informed Councillors that the frost thermostat in the Reading Room was stuck and needed to be replaced. An oral estimate of a maximum of £80 had been received from CH Electrical and General Building Maintenance. Councillors approved this expenditure.

**16/062 To consider a report on the Neighbourhood Plan:** it was agreed that this item should be brought forward on the agenda.

Mr Cranfield explained the Steering Group's latest considerations about the use of an external consultant. A possible consultant has been identified who has worked with other Councils. She had attended the recent Steering Group meeting and had discussed areas where she might help, for example with the timetable, applying for funding and collecting evidence. She would also be able to help with formulating the final policies and checking that the correct terminology was being used. She was recommended by Lewes District Council.

Cllr. Jordan explained that the cost of employing such a consultant should be covered by the funding that is available and therefore no cost would fall on the Parish Council. The idea would be to use her selectively and for the Steering Group and Task Groups to do as much legwork as possible themselves. He believed that the use of an experienced consultant would speed up the whole process and would help to ensure that mistakes made by other Councils are avoided and that the evidence that will, in due course, be required to satisfy the examiner is obtained.

Cllr. Matthews referred to the availability of funding and the need to be able to show how funding applied for would be spent. It would be necessary to agree the work to be done with the consultant before funding could be sought. Cllr. Evans advised that the consultant had indicated a willingness to work with the Steering Group prior to funding being received: he saw no reason why funding should be refused.

After further discussion, Cllr. Avery proposed and Cllr. Olbrich seconded a proposal that the Steering Group should continue discussions with the consultant to firm up how she could be involved and at what likely cost, following which the Council could if appropriate enter into a formal contract. This was agreed unanimously.

Councillors were reminded that the meeting to explain the Neighbourhood Plan to residents and to recruit volunteers for the Task Groups will take place on 29<sup>th</sup> April.

**16/063 To consider and approve an updated Risk Management and Assessment schedule:** Councillors discussed the draft revised Risk Management and Assessment document circulated with the agenda. The Clerk explained that this had been derived from an Assessment previously approved by the Council. Councillors discussed the fact that some identified risks were assessed as “medium” and the Clerk explained that for the most part this is because of the way in which the overall assessment is calculated. In the cases referred to the risk of the event happening was low or very low but, if it did, the effect could be serious, leading to an overall “medium” assessment.

The Clerk referred Councillors to the right hand column of the schedule in which a number of action points had been identified. These would need to be progressed.

Cllr. Olbrich proposed and Cllr. Evans seconded a proposal that the draft schedule as circulated be agreed and adopted. This was agreed unanimously.

**16/064 To consider and approve the Council’s insurance arrangements for the year commencing on 1<sup>st</sup> June 2016:** Councillors discussed the renewal papers circulated with the agenda and noted that Came & Co, acting on behalf of the Council, had obtained three quotes from the market. They also noted that Came & Company had recommended that the Council renew its insurance with Aviva. The Clerk advised that the overall annual cost was a small increase on the cost in 2015/16 and referred to the saving in premium that could be made if the Council were again willing to enter into a three year agreement with Aviva. After discussion, Cllr O’Conor proposed and Cllr. Scott seconded a proposal that the Council should accept Came & Company’s recommendation and that the Council should enter into a three year agreement. This was agreed unanimously.

**16/065 To receive a report on the Sports Pavilion and Grounds, to approve the tender document to be sent to contractors and to agree the list of contractors to whom it is to be sent:** Cllr. O’Conor explained that the draft tender document included all the elements in earlier versions. The Clerk circulated a list of possible contractors, consisting of those previously involved when the Sports Club was seeking contractors and those suggested by Councillors. Timings were discussed and it was agreed that these depended upon how quickly contractors undertook site visits, but it was thought that visits should be undertaken by the middle of May 2016 with tenders to be submitted by perhaps the end of May 2016.

Cllr. Olbrich proposed and Cllr. Jordan seconded a proposal that the draft tender document be approved and that it should be sent to all the contractors on the list. This was agreed unanimously.

**16/066 To consider the condition of the layby on the A272:** the poor condition of the layby was noted and Cllr. Millam agreed to undertake the minor work necessary to ensure that water does not gather but runs away. The Clerk was asked to write to PJ Brown to ask about putting right the damage done in 2015 by lorries using the layby.

**16/067 To agree a list of possible projects to be carried out in the Parish:** Cllr. Evans thought it important that the Council should consider the projects which it or residents would like to see carried out so that, as and when funding became a possibility, one or more of the projects listed could be considered in more detail. Cllr. Olbrich asked that the provision of further equipment at Rowheath be included on the list. Cllr. Jordan considered that work done on the Neighbourhood Plan would help to

identify possible projects. Cllr. Evans asked Councillors to inform the Clerk of any projects they thought might usefully be included.

**16/068 To consider the Council's continued involvement with the windmill:** Cllr. O'Connor opened a discussion on the windmill. Whilst it is a landmark and a listed building, the Council has a long term commitment to maintaining it which, over the years, has cost a considerable amount of money. There is little or nothing that the Council can do to generate income to offset the costs incurred. Whilst the exact legal position needs to be clarified, and before any action can be considered advice will be required, in his view the Council should be looking into ways in which it can divest itself of what has been and is likely to remain a drain on resources.

Councillors discussed the matter and agreed that it should be taken further once the position as regards the lease had been clarified. They noted that issues such as a grant which had been received at one time would need to be considered. The Clerk was asked to continue to research the position and to determine how much had been spent at the windmill over the past ten years.

**16/069 To consider the proposal to plant an oak tree:** Cllr Avery suggested that the tree should be located about half way between the flagpole and the wall. After discussion it was agreed that a suitable tree should be acquired from English Woodlands and that Barcombe Landscapes should be asked to plant it and to tend it over the summer.

**16/070 To receive a report on the relocation of the Parish Office to the Reading Room:** the Clerk reported that, with the exception of the installation of telephone/broadband services and a blind at the window, the new Parish Office had been completed. He circulated, and Councillors discussed, an updated schedule of the costs that had been incurred to date totalling £16,303. Councillors noted that two of the larger items of expenditure totalling £5,068 (the replacement of the ceiling and rafters and the work done on the internal wall to remove woodworm affected timber and to repair and support the weak main roof-plate) represented work that was catching up on past maintenance and which would needed to have been done in any event. The cost of the new Office would be recouped over coming years by savings in rent which the Council would no longer have to pay. Cllr. Evans welcomed that fact that the Parish Office would now be located in the village and be far more easily accessed by residents.

**16/071 To receive a report on progress in relation to the Warrs Hill footpath:** it was confirmed that the public consultation by East Sussex County Council was under way and would end on 29<sup>th</sup> April 2016.

**16/072 To consider correspondence concerning dog fouling on the Commons:** a general discussion took place. Cllr O'Connor reminded Councillors of the risks to livestock from dog fouling and Councillors agreed that those who allowed their dogs to foul needed to be informed of those risks and of the need for them to clear up behind their animals. Whilst Councillors were not keen to overload the Commons with notices it may be that new/fresh notices will be required. Cllr. Evans agreed to draft an article to go into Chailey News.

**16/073 To receive verbal reports from Councillors acting as representatives on village organisations:** it was agreed that it was desirable that such reports should be given. The matter was deferred until after the Annual Meeting of the Council in May at which the list of responsibilities and representations would be revisited.

**16/074 To receive reports:**

- (1) **The Neighbourhood Plan:** this had been discussed earlier in the meeting under item 16/062.
- (2) **The allotments:** the Clerk reported that two tenants had not renewed their tenancy and he was working with the Allotment Association to find new tenants from the waiting list. A request had been received from the Association for the Council to provide a skip for 1 week so that the allotment area could be tidied up. After discussion the Clerk was authorised to inform the Association that the Council would bear one half of the cost of such a skip.
- (3) **The Pension Fund deficit:** the Clerk reported that he had received written confirmation from the Fund that, if he were to join the scheme, the cessation deficit of £25,000 being sought from the Council would no longer be payable.
- (4) **The algae and damp at the windmill:** Cllr Avery reported that once some minor works to the doors at the windmill had been completed, he would move ahead with installing a dehumidifier on a test basis.
- (5) **The Flagpole:** Cllr Olbrich reported that a replacement rope had been acquired at a cost of £48.35. With Cllr. Millam's assistance, this had been installed.

**16/075 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.

**16/076 To note Risk implications:** none to note.

**16/077 Confidential information – exempt matters:** Cllr Evans 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). Cllr Olbrich proposed and Cllr. Evans seconded such a motion and this was agreed unanimously.

**16/078 Next Full Council meeting: 24th May 2016 at 7.30pm. This will be the Annual Meeting of the Council.**

**Next Planning & Environs Committee meeting: 10th May 2016 at 7.30pm**

Signed:  
Chairman

*M Evans*

Date: 24<sup>th</sup> May 2016