



**Chailey Parish Council**  
**www.chailey.org**

**Minutes**

**The Annual Meeting of the Full Council was held on Tuesday 24<sup>th</sup> May 2016 in the Reading Room, Chailey Green, commencing at 7.30pm**

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

**Public present:** none

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

**16/079 To elect a Chairman and to receive the Chairman's declaration of acceptance of office:** Cllr. Olbrich proposed and Cllr. Millam seconded a motion that Cllr. Evans be appointed as Chairman for the coming year. There were no other nominations and the motion was approved unanimously. Cllr. Evans completed a declaration of acceptance of office as Chairman.

**16/080 To elect a Vice-Chairman and to receive the Vice-Chairman's declaration of acceptance of office:** Cllr. Evans proposed and Cllr. Avery seconded a motion that Cllr. Olbrich be appointed as Vice-Chairman for the coming year. There were no other nominations and the motion was approved unanimously. Cllr. Olbrich completed a declaration of acceptance of office as Vice-Chairman.

**16/081 To receive updated member's registers of interests:** a number of Councillors submitted updated forms to the Clerk who reminded Councillors of the need to keep registers of interest up to date.

**16/082 To note that a casual vacancy will arise on the resignation of Cllr Alan Scott:** Councillors note with regret the impending resignation of Cllr. Scott. The Clerk outlined the process to be carried out to fill the casual vacancy and he was authorised to take the steps proscribed by law to give notice of the vacancy and to inform electors of their right to call for an election.

**16/083 Apologies for absence:** none.

**16/084 Declarations of Interest:** none.

**16/085 To appoint Councillors to Council Committees and to represent the Council on outside bodies and village and other organisations:** the schedule of appointments was reviewed and the following changes were agreed:

<b>Appointment</b>	<b>Previous incumbent(s)</b>	<b>Revised incumbent(s)</b>
Chailey Commons Society	None	Cllr. Harrison
Strengthening Local Relationships/ESCC Highways	Cllrs. Evans and Scott	Cllrs. Evans and Jordan
Lewes District Association	Cllr. Evans	The Chairman for the time being
Member for Finance	Cllr. Evans	Cllr. Avery
Neighbourhood Plan	Cllrs. Matthews, Evans, Scott and Jordan	Cllrs. Matthews, Evans, and Jordan
Website Administrator	Cllr. Avery	The Clerk
Chailey News Co-ordinator	None	Cllr. Evans

Councillors agreed that all other responsibilities and appointments should remain unaltered. The Clerk was asked to make contact with The Grantham Trust and to report back to the Council.

**16/086 Questions/comments from members of the public:** none.

**16/087 Items considered as a matter of urgency:** none

**16/088 To agree the Minutes of the Full Council meeting held on 19<sup>th</sup> April 2016:** the minutes were approved without amendment and were signed by the Chairman.

**16/089 To review and if thought fit agree the annual governance statement for 2015/16:** the Clerk referred Councillors to the pro forma statement circulated with the agenda and to the Internal Auditor's Report circulated at the meeting. Cllr. Evans informed Councillors that, in his view and also that of the Internal Auditor, the financial records and controls were in good order and he wished to thank the Clerk for his work in achieving this. After further discussion Cllr. Evans proposed and Cllr. Avery seconded a motion that the annual governance statement should be approved with "yes" being answered to all questions and this was approved unanimously.

**16/090: To review and if thought fit approve the accounting statements for 2015/16:** the Clerk referred Councillors to the draft Accounting Statement, the annual receipts and payments account and the comparison with budget circulated with the agenda. Councillors discussed the major variances between 2014/15 and 2015/16, and in particular the lower figures for Other Income, Parish Maintenance, Windmill Maintenance and Grants and Donations. The Clerk said that he had not been in office in 2014/15 and therefore was not fully conversant with the figures for that year. He agreed to research the reasons for the differences and to advise Councillors accordingly. Cllr. Jordan proposed and Cllr. Olbrich seconded a motion that the Accounting Statements and the receipts and payments account be approved and this was agreed unanimously.

**16/091 To consider and if thought fit approve financial reports for April 2016:** Cllr. Evans referred Councillors to the financial reports circulated with the agenda.

The Clerk reported that in April receipts totalled £27,771.10, which included half the annual precept and grant from Lewes District Council. Payments for the month were £13,063, which included the majority of the cost of repairs to the Reading Room and the relocation of the Parish Office. 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. Evans proposed and Cllr. Jordan seconded a resolution that the financial reports for April 2016 be approved and this was passed unanimously.

**16/092 To consider and if thought fit approve an updated policy on Grants and Donations and to agree the timetable for the receipt and consideration of applications for annual small grants in 2016:** the Clerk explained that he had modernised the policy document to bring it into line with similar documents but he had not changed the existing requirements as to eligibility, conditions and process. He had revised the application form to bring it into line with the requirements as to the provision of information and confirmations as set out in the policy document itself. Cllr. Jordan referred to the reference to “CRB” in paragraph 6 of the draft and thought that this needed to be updated and the appropriate confirmation needed to be included in the application form. The Clerk agreed to make these changes. Cllr. Olbrich proposed and Cllr. Atkins seconded a motion that, with the small changes suggested by Cllr Jordan, the policy document be approved and adopted as the Council’s policy. This was agreed unanimously.

The Clerk advised Councillors that the cut-off date for applications will be 30<sup>th</sup> June 2016 and applications would be reviewed by Councillors at the meeting of the Full Council on 19<sup>th</sup> July 2016.

**16/093 To consider and if thought fit approve a schedule of grants and recurring payments made by the Council:** Councillors discussed the schedule circulated with the agenda. Cllr. O’Conor queried the origin of the quarterly payment to the Parish Hall related to cleaning. Cllr. Evans confirmed that this payment is now more in the nature of a subsidy towards the Hall’s running costs. Cllr. Avery queried why the Council is meeting half the cost of mowing St Mary’s churchyard and Cllr. Millam confirmed that the arrangement goes back to the days when the church was empty and the Council took over the upkeep of the churchyard. Cllr Evans reminded Councillors that all the payments are currently allowed for in the budget. Cllr Jordan proposed and Cllr. Olbrich seconded a motion that the payments should continue for 2016/17 but that they should be reconsidered when the budget for 2017/18 is prepared. This motion was agreed unanimously.

**16/094 To receive a report on the Sports Pavilion:** the Clerk advised Councillors that the tender document had been sent out and site visits had been made or were programmed. Cllr. O’Conor suggested that the document should be sent to a local builder who had expressed interest and this was agreed.

**16/095 To consider the Council’s response to the current consultation by the Local Government Boundary Commission on the proposed Ward changes:** the Clerk referred Councillors to the documents circulated previously and reminded Councillors that there had been no changes to the original proposals to which the Council had objected. It was agreed that the Clerk should write to the Commission again voicing the Council’s opposition to the severing of the link between Chailey and Wivelsfield and the proposed new ward linking Chailey with Barcombe and Hamsey.

**16/096 To receive reports:**

**The Neighbourhood Plan:** Cllr. Jordan reported that work was being progressed by the group dealing with Housing and Environs. A meeting has been arranged with James Garside to discuss the evidence that will be required. The response at St George's Day had been mixed and the attendance at the public meeting sparse. Councillors discussed the imperative need for the village to engage with the whole process: the Inspector will in due course wish to see evidence of participation. Cllr Evans thought that use of electronic communication would help and Cllr Jordan confirmed that social media will be employed as a means of engaging with villagers. He agreed to send Cllr Avery relevant documents for inclusion on the website.

**The Windmill:** the Clerk reported that a quotation of £292 had been received from Mr Francis to replace the cills and to weatherproof both doors. Cllr. Millam queried whether this was work which should have been done when the major works were carried out in 2014. Councillor Avery proposed and Cllr Olbrich seconded a motion that this quotation be approved and this was agreed.

**Rowheath:** Cllr Olbrich reported that the football nets at Rowheath, which are well used, will need to be replaced. He asked Councillors to agree to his obtaining quotes for replacing the nets and this was agreed.

**Allotments:** Cllr Millam reported that he proposed to inspect the allotments shortly to assess which, if any, were not properly maintained. He also advised Councillors that water is rising at one point at the site: he suspected that this is not a fault in any pipework but a natural spring.

**16/097 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.

**16/098 To note Risk implications:** nothing to note.

**16/099 Confidential information – exempt matters:** Cllr Evans advised Councillors 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).

**16/100 Next Full Council meeting: 21<sup>st</sup> June 2016 at 7.30pm.**

**Next Planning & Environs Committee meeting: 7<sup>th</sup> June at 7.30pm**

Signed: *Mark Evans*  
Chairman

Date: *21<sup>st</sup> June 2016*