



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

**A Meeting of the Full Council was held on Tuesday 21<sup>st</sup> June 2016 in the Reading Room, Chailey Green, commencing at 7.30pm**

**Present:** Cllr. M Evans (Chairman).  
Cllrs. P. Atkins, K. Jordan, K. Matthews, J. Millam, P Olbrich.

**Public present:** none

**In attendance:** S Treharne (Clerk), Cllr J Sheppard

**16/101 Apologies for absence:** Cllrs. S. Avery, V. Harrison, P. O'Conor.

**16/102 Declarations of Interest:** none.

**16/103 Questions/comments from members of the public:** none.

Cllr. Jordan asked about how the Council's meetings were advertised as he would like to see more members of the public attending. Meetings are mentioned in local papers by Mandy Dembury but the Clerk was asked to contact her to see how best to ensure that all meetings are advertised in this way.

**16/104 Items considered as a matter of urgency:** Cllr. Evans read to the meeting a letter received from PCSO Knowles confirming that he will be moving to Eastbourne bringing his 7 year association with Chailey to an end. Cllr. Evans also handed round a box of chocolates received from PCSO Knowles. Councillors strongly expressed their appreciation for the work done by PCSO Knowles and regretted that the reorganisation at Sussex Police had led to his moving away. His deep knowledge of Chailey was most likely to be lost following the adoption of the team approach with PCSOs not being assigned to a particular Parish. Cllr. Evans advised Councillors that he would be writing formally to PCSO Knowles to thank him. The Clerk was asked to establish the new contact details for the PCSO team as these had not yet been received.

**16/105 To agree the Minutes of the Full (Annual) Council meeting held on 24<sup>th</sup> May 2016:** the minutes were approved and were signed by the Chairman.

**16/106 To consider and if thought fit approve financial reports for May 2016:** The Clerk advised Councillors that, following the Bank having been advised of the Council's change of address, no bank statements had been received. A letter was being sent asking for the missing statements to be sent now and for monthly statements to be sent as previously. The Clerk had therefore been unable to complete the financial reports for May but he would do so once the statements had been received.

**16/107 To agree the dates for Council and Committee meetings and the Annual Parish Meeting in 2017:** Councillors considered the draft timetable circulated with the agenda and, subject to two changes, it was agreed.

**16/108 To receive an update on the steps taken to fill the causal vacancy on the Council:** the Clerk advised that the statutory notice giving the date (29<sup>th</sup> June) by which electors, if they so wish, must call for an election to be held had been posted. If, by that date, fewer than 10 electors ask for an election then the Council will be free to fill the vacancy by co-option.

**16/109 To agree a method by which the co-option of a Councillor shall be conducted:** the Clerk advised that he had not been able to trace anything in the records that set out an agreed process to be followed when co-opting to the Council. He advised that, whilst the voting procedures for co-opting Councillors were largely laid down, the way in which the Council sought and dealt with applications was for the Council to determine. He reminded Councillors of the process agreed at short notice on the previous occasion, which included asking candidates to give a short presentation at a Council meeting. A discussion ensued and it was thought that asking candidates to present to a meeting was not appropriate. It was agreed that candidates should provide information about themselves, why they wished to join the Council and the skills they would bring to the Council. It was also agreed that the Personnel Advisory Committee ("the PAC") should conduct interviews and make its recommendation(s) to the Full Council. Cllr. Jordan thought that Councillors should have an opportunity to see all applications and provide feedback to the PAC as part of their deliberations. The Clerk suggested, and it was agreed, that he should draft a policy/procedure for Councillors to consider.

**16/110 To receive a report on the Sports Pavilion:** in the absence of Cllrs. Barnard and O'Connor the Clerk reported that he had drafted an email to be sent to three firms of surveyors. This had been sent to Cllrs. Barnard and O'Connor for their comments. He had identified three local firms to which he proposed to send the email: these were firms which appeared to have the relevant experience and the resources to help the Council both at this first stage and if required in the later stages of the project. For this reason he proposed not to include the individual surveyors mentioned to him by a few Councillors. Cllr. Evans expressed concern about the continued delay. Cllr. Millam understood this concern but considered that that the involvement of a surveyor had been shown to be necessary. Cllr. Jordan considered that the likely high cost of the project meant that it was right to take some time to do things properly. Cllr. Evans thought it important that the Sports Club be kept fully informed, and the Clerk explained that Cllr. O'Connor had agreed to apprise them of recent developments. He would check with Cllr. O'Connor to ensure that this had happened.

The Clerk reminded Councillors that there had not yet been any discussion about the nature of the long term agreement with the Sports Club. Cllr. Evans asked that this be included on the agenda for the next Full Council meeting.

**16/111 To receive a report on progress in relation to the Warrs Hill footpath:** Cllr. Evans reported that the ESCC consultation had ended. Whilst the results had yet to be analysed and published, indications were that the project would continue with the application being made to the Secretary of State later this year.

**16/112 To receive a report on the proposal by ESCC to outsource management of rights of way:** Cllr. Evans reported that he and Cllr. Avery had met other landowners to discuss the draft proposals. All had agreed that countryside areas such as the Common require careful management, and do not necessarily lend themselves to the proposal that ESCC should pass management of sites like the Common to others experienced in, for example, "visitor engagement". Missing from the draft plan is any mention of the existing management of the Common and funding arrangements, for example the support by Natural England which allows for the employment of the Ranger. At the meeting with the other landowners Cllr. Avery had agreed to draft a response to the draft plan. It was noted that the consultation closes on 29<sup>th</sup> July.

A discussion followed in which Councillors agreed that it was important that ESCC understands the special nature of the Common and the need for its careful and sustainable management. It was agreed that a meeting would be arranged (facilitated by Cllr. Sheppard) with Andy le Gresley from ESCC in order that the Council's concerns could be aired.

**16/113 To receive a report on the Neighbourhood Plan:** Cllr. Jordan reported that the Steering Group had received a written proposal from the Consultant which would need to be considered carefully as it envisaged greater involvement by the Consultant than was likely to be required. A meeting would be arranged with her to agree the final form. Cllr. Jordan further reported that it was still proving difficult to get engagement from residents in the process and one thing to discuss with the Consultant would be how to enthuse residents to become involved.

The urgent need to prepare a budget and apply for funding was discussed. Cllr. Evans reminded Councillors that the majority of the costs (including the costs of employing the Consultant) would be met from the funding available via Lewes District Council but there were peripheral costs that would fall to be paid by the Council. It was for this reason that a sum had been set aside in the 2016/17 budget.

**16/114 To receive verbal reports from Councillors on their area(s) of responsibility and/or their involvement with village organisations:** Cllr. Olbrich referred to the urgent need for residents to become involved with the Bonfire Society so that the Society could continue. Councillors considered the Society and the work that it does to be important to the whole community. The Clerk reported that he had visited the Grantham Trust and would report to Councillors at the next meeting.

**16/115 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. Councillors noted the correspondence relating to grass cutting by ESCC's new contractor and considered that the verges around the village were untidy and looked uncared for. Cllr. Evans agreed to raise the issue generally with ESCC Highways at the forthcoming regular meeting.

**16/116 To note Risk implications:** none to note.

**16/117 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.

After excluding the press and public Councillors discussed matters relating to the Clerk's performance and salary.

**16/118 Next Full Council meeting: 19<sup>th</sup> July 2016. Next Planning & Environs Committee meeting: 5<sup>th</sup> July 2016. Both meetings will take place at 7.30pm in the Reading Room, Chailey Green.**

Signed: *Mark Evans*  
Chairman

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